

**STATE OF CONNECTICUT PROCUREMENT NOTICE**

# Request for Proposals (RFP) For Community Residential Services

RFP Name: DOC-RES-WWR-2023-SM

**Issued By:**

**Department of Correction**

**October 20, 2023**

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

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

or from the Agency's Official Contact:

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The RFP is also available on the Department's website at

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

**RESPONSES MUST BE RECEIVED NO LATER THAN**

**Monday, December 18, 2023**

The Department of Correction 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.** Community Residential Services RFP#DOC-RES-WWR-2023-SM
- 2. RFP Summary.** CTDOC is seeking proposals for two 8-bed residential female Work Release programs with Mental Health supports.
- 3. RFP Purpose.** The Department of Correction Parole and Community Service Division is in need of residential beds to serve the female Parole population.
- 4. Commodity Codes.** The services that the Agency wishes to procure through this RFP are as follows:  
  
93140000      Community and Social Services

### ■ B. INSTRUCTIONS

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

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Address:        24 Wolcott Hill Road, Wethersfield, CT 06109  
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Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

- 2. Registering with State Contracting Portal.** Respondents must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered. Respondents shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the Agency contact.
  - Secretary of State recognition – Click on appropriate response
  - Non-profit status, if applicable
  - Notification to Bidders, Parts I-V
  - Campaign Contribution Certification (OPM Ethics Form 1):  
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

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

- Agency's RFP Web Page  
<https://portal.ct.gov/DOC/Common-Elements/Common-Elements/RFP>
- State Contracting Portal (go to CTsource bid board, filter by "Department of Correction"  
<https://portal.ct.gov/DAS/CTSource/BidBoard>

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

**4. Procurement Schedule.** See below. Dates after the due date for proposals ("Proposals Due") are non-binding target dates only (\*). The Agency may amend the schedule as needed. Any change to non-target dates will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and, if available, the Agency's RFP Web Page.

- RFP Released: October 20, 2023
- RFP Conference: Not Applicable
- Letter of Intent Due: Monday, November 13, 2023
- Deadline for Questions: Monday, November 17, 2023
- Answers Released: All answers released by November 22, 2023
- Proposals Due: **Friday, December 18, 2023**
- (\*) Proposer Selection: February 1, 2024
- (\*) Start of Contract Negotiations: February 8, 2023
- (\*) Start of Contract: April 1, 2024 or ASAP

**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: confidential
- Number of Awards: two anticipated
- Contract Cost: Confidential
- Contract Term: 2-3 year contract terms with option to extend
- Funding Source: CTDOC Community Service funding SID 16173

**6. Eligibility.** Pursuant to C.G.S. SS 18-101i, the Department of Correction must offer Purchase of Service contracts only to private nonprofit organizations, state agencies or units of local government.

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

Proposers must have a minimum of three (3) years demonstrated experience providing the requested (or very similar) services to formerly incarcerated individuals.

**8. 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. 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. **Proposers must use the LOI form provided in the Appendix D.**

- 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.

- 10. RFP Conference.** An RFP conference will not be held to answer questions from prospective proposers. All questions submitted will be answered in a written amendment to this RFP

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

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

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

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

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

Responses must include the name, mailing address, telephone number, and email address of the respondent.

Responses must be provided in searchable PDF form and uploaded to the CT Source Solicitation Board at, <https://portal.ct.gov/DAS/CTSource/BidBoard>  
The response document must be uploaded to the solicitation.

**12. Multiple Proposals.** The submission of multiple proposals **is** an option for this procurement. A proposer may submit separate proposals in response to the programs requested in this RFP.

## II. PURPOSE OF RFP AND SCOPE OF SERVICES

### ■ A. AGENCY OVERVIEW

The Department of Correction strives to be a global leader in progressive correctional practices and partnered re-entry initiatives to support responsive evidence-based practices aligned to law-abiding and accountable behaviors.

The Division of Parole and Community Services (P&CS) enhances public safety by providing offenders with opportunities to successfully reintegrate into the community and be productive, accountable members of society.

P&CS supervises and provides support services to approximately 2,930 offenders released to the community under the jurisdiction of both the Commissioner of Correction and the Board of Pardons and Paroles (BOPP). As of 10/4/2023 there are approximately 179 female offenders under supervision. The Department operates a broad variety of community residential and non-residential programs to assist with the structured and supervised reintegration of formerly incarcerated individuals into the community through a network of contracted community service providers. The community service network is a comprehensive and integrated system of care provided via residential and non-residential programming to offenders. Department staff work collaboratively with contracted providers to increase the likelihood of an individual's successful reintegration into the community.

### ■ B. PROGRAM OVERVIEW

CT DOC is seeking to contract with Providers for Womens Residential Work Release programs with Mental Health Supports/Resources for offenders released to the community.

- **Womens Residential Work Release Programs (WWR):** Programs designed to provide assistance to female residents in obtaining meaningful employment and can provide mental health support and resources as needed. These programs provide 24/7 on-site supervision of residents. Target population is 18 years and older. The goal upon completion of the program is for each resident to have stable, legal employment, an acceptable place to live, sufficient savings to live independently, and a smooth transition to community providers if needed upon discharge. **The Department is seeking proposals for two 8-bed programs and is flexible on location, but has identified a need for female beds in the Norwich and Waterbury areas.**

### ■ C. SCOPE OF SERVICE DESCRIPTION

#### 1. Organizational Expectations

Pursuant to C.G.S. § 18-101i, the Department must offer Purchase of Service contracts only to private nonprofit organizations, state agencies or units of local government. To be eligible to submit a response to this Request for Proposals a proposer must have a minimum

of three (3) years demonstrated experience providing the requested services to formerly incarcerated individuals.

The Department reserves the right to reject the submission of any proposer in default of any current or prior contract.

**A responsive proposal must include** the following information about the administrative and operational capabilities of the proposer.

- a. *Purpose/Mission/Philosophy.* Briefly describe the purpose, mission, and philosophy of the organization and the proposed program. Describe how the program and organization will adhere to applicable state and federal laws, regulations, and policies governing alcohol or other drug abuse services.
- b. *Entity Type/Years of Operation.* Provide a brief history of the organization and the proposed program. The proposer must be established as a private, non-profit organization, state agency or unit of local government prior to submission of a proposal, and must provide proof such as a copy of the Internal Revenue Service (IRS) determination letter, in Section E. Attachments.
- c. *Administrative Office Location.* Provide the location of the proposer's administrative offices.
- d. *Qualifications/Certification/Licensure.* Demonstrate the organization's experience providing the requested services to formerly incarcerated individuals. If the proposer or proposed program holds any certifications or licensures, please detail the type and how long it has been held. Provide proof of licensure in Section E Attachments.
- e. *References.* If the proposer has not provided contracted services to the Department within the past three (3) years, provide three (3) letters of reference in Section E. Attachments. Letters must be from individuals or entities familiar with the proposer's experience providing the requested services to formerly incarcerated individuals. Letters cannot be from the proposer's current employees or volunteers. Letters must include the organization name, contact name, mailing address, telephone number and e-mail address of the writer. Letters must also include the nature of the writer's relationship with the proposer and detail the services provided by the proposer to the writer. These are **NOT** Letters of Support.

## 2. Service Expectations, *such as:*

- **Catchment Areas:** *Proposals sought for Women's Work Release Proposals with Mental Health Supports/Resources. The Department is looking for two eight (8) bed programs and is flexible on program location, but preference will be given to Norwich and Waterbury area proposals to address Parole's current needs..*
- **Location of Facilities:** Respondent shall provide location of residential program. CTDOC's Parole and Community Service Division will need to tour and be in support of the proposed facility location.

Proposers are not required to obtain possession of physical space, zoning compliance or DPH licensure prior to submission of a proposal, although preference will be given to proposals indicating possession of space, zoning compliance, and DPH licensure if required. The Department will require retention of space, proof of zoning compliance, and proof of licensure for all programs, in accordance with State and local regulations, prior to contract execution. If space, zoning, and licensure are not secured at the time of proposal submission, the proposer must affirm that they will

be obtained by the proposed program start date. The Department reserves the right to terminate any negotiations or subsequent contracts if the proposer fails to obtain space, zoning or licensure. Furthermore, the Department reserves the right to deem a proposed site as unsuitable for the operation of a residential program.

- Does the proposer currently control the site? If no, provide details of how and when the site will be available.
  - Has appropriate zoning been secured for the site? If yes, provide proof of zoning compliance in Section E Attachments. If no, indicate a timeline for obtaining such documentation or justification as to why zoning is not required.
  - Is the site appropriately licensed by DPH, If yes, provide proof of licensure in Section E Attachments. If no, indicate a timeline for obtaining such documentation or justification as to why licensure is not required.
  - Is the site fully compliant with the 2010 ADA Standards for Accessible Design including, but not limited to accessible to individuals who use wheelchairs? If no, describe the degree to which the site is compliant.
  - Does the program site share space with any other program, agency, business, residence, etc.?
- **Hours of Operation:** 24 hours per day 7 days per week
- **Target Population:** Offenders age 18 and older under the supervision of Parole and Community Services
- **Date of Program Availability:**  
ASAP. Upon completion of RFP process and execution of contract.
- **Types of Clients:** Offenders released to the community under the jurisdiction of both the Commissioner of Correction and the Board of Pardons and Paroles (BOPP)
- **Capacity:** Respondents shall detail gender and age of individuals that will be accepted into the program. Proposals shall include the total number of beds proposed, total number of beds in the program, and who utilizes beds not proposed for purchase by the Department, as well as gender of both. The Department will not allow congregate housing of both males and females. The contractor shall not house DOC and non-DOC residents in the same bedrooms, and shall post signage that clearly identifies the bedrooms occupied by DOC residents.
- **Room and Board.** Respondents shall describe the physical living space of residents, number of residents assigned per bedroom, and number of residents sharing a bathroom, as well as food and furnishing arrangements. Respondents shall provide the average length of stay needed to complete the program. The Department has established an average length of stay of:
  - 120 days for its work release programs; and
  - Ranges from short term 30 to 60 days to long term up to 6 months

The proposed program should be structured in such a way as to ensure that all components can be successfully completed within the specified timeframe. The maximum length of stay shall be determined in consultation with the Department based on the resident's needs.



Proposals should describe how programs will meet the Department's definition of cleanliness and maintenance for residential living space. The Department definition is as follows:

- *Interior Maintenance - The interior of the facility should be maintained in good repair and in a safe, clean, orderly and sanitary condition, free from all accumulation of dirt, infectious agents, and other impurities.*
- *Structural Maintenance - The foundations, floors, walls, doors, windows, ceilings, roofs, staircases, porches, chimneys, and other structural elements of the facility should be maintained so that the facility excludes wind, rain, and snow, and is rodent-proof, watertight and free from chronic dampness, weather tight, in good repair, and in every way fit for the use intended. Further, every interior structural element should be maintained free from holes, cracks, loose plaster, or other defect which renders the area difficult to keep clean, or which constitutes an accident hazard or provides insect or rodent harborage.*
- **Accountability.** The Department requires the residential programs requested through this RFP to be supervised by on-site staff on a 24/7 basis. Proposals should describe the extent to which program staff will monitor residents. Include any procedures for facility counts, community access, security policies, employment checks, etc.
- **Client Eligibility / Exclusion:** Respondents must clearly define all eligibility criteria and must identify and define any categories of individuals who would be excluded from the program. All exclusions must be fully explained including rationale for exclusion. Release status is not an acceptable criterion for eligibility or exclusion. Individuals should be accepted into the program regardless of custody status and criminal history. Preference will be given to proposers demonstrating the least restrictive eligibility and exclusionary criteria, especially with regard to individuals convicted of a sexual offense or arson.
- **Client Evaluation /Referrals:** Pursuant to C.G.S. Sec. 18-86c, in the absence of exclusionary criteria it is understood that the Contractor shall accept all referrals.

The Department will utilize its web based Provider Data Management System (PDMS) to make program referrals.

Under normal circumstances, the contractor shall have a not to exceed period of three (3) days to review referrals made by DOC. If the Contractor does not respond to the referral within three (3) days, DOC and the PDMS system shall consider the referral as accepted.

Proposals should delineate the maximum time period between referral acceptance and initial intake appointment, as well as the time period between initial intake appointment and first scheduled service.

- **Intake/Orientation/Assessment.** Respondents shall describe the process followed for each offender intake, as well as the topics covered during the orientation period. Orientation periods should not exceed one week, and should focus on initial development of an Individualized Service or Treatment Plan. Orientation must include assessment by a validated needs assessment tool(s), one of which should be the WRNA (Womens Risk Need Assessment). Proposals should indicate the

evidence based assessment tool that the proposer uses. Proposals should also describe the proposer's quality assurance process to ensure fidelity with the administration of assessment tools.

The contractor shall arrange for an appropriately licensed mental health clinician to be on-call to perform as needed emergency medication consultations, crisis intervention, and case consultations. Provide detailed description of on-call provider services.

The proposer may include in the proposal an appropriately licensed clinician to perform in-house substance use (or co-occurring) assessment and individual and/or group treatment. If so, identify the credentials and describe the schedule and services to be provided.

Describe specific evidence-based interventions and curricula that will be used to address clinical, social, mental health, life-skill impairments as well as the modalities for each (e.g., individual, group, etc.). Describe approach in working with individuals with substance use and/or co-occurring needs (e.g. substance use, medical issues).

- **Treatment Approaches:** Respondents shall address how Program staff, in conjunction with the resident, shall work together to develop an Individual Service/Treatment Plan that addresses the resident's primary criminogenic needs. The plan shall incorporate information obtained from assessments, and should identify needed services and goals.
  - **Mental Health Treatment and substance use treatment.** For referrals needing mental health and/or substance use treatment support, please describe how assessed mental health and substance use needs of residents will be addressed? If applicable, include specific group and individual counseling session length, duration, and curricula to be utilized, as well as group capacity. Describe crisis intervention strategies for destabilized clients including in-house strategies and community based resources. Describe the process for developing a comprehensive clinical treatment stabilization plan that addresses both clinical and criminogenic needs and functional impairments.
- **Evidence-Based Programming.** The proposal must describe the extent to which services will be evidence-based and how that determination was made. Describe what evidence-based curricula will be utilized, any evidence-based philosophies utilized (for example, M/I, MET, CBT, etc.), and specific gender-responsive philosophies utilized. Cite specific research, papers, journals, etc. Copies of the cited literature will be requested, if necessary. **Do not** include them with the proposal.
- **Internal Security Measures.** The proposal must clearly describe all internal security measures.
- **Prison Rape Elimination Act (PREA).** All contractors providing residential services shall adhere to the federal Prison Rape Elimination Act of 2003, Public Law 108-79. Additionally, all contractors providing residential services shall comply with Department policies and procedures as they relate to PREA standards for contracted residential community programs, as such policies and procedures are delineated and maintained in the Department's Parole and

Community Services Residential Provider Manual. The proposal must indicate whether the proposed program is compliant with PREA standards.

- ***Service/Treatment Components:***  
**Residential Work Release Programs**

The Department expects programs of this type to function primarily as programs that assist residents with obtaining employment, establishing savings accounts along with an on-site family reunification component while preparing for transition to independent living. Work Release program staff must include a Job Developer. . The following components must be addressed.

- **Job Development.** It is expected that the program will include a significant emphasis on development of relationships with local employers willing to hire formerly incarcerated individuals, local workforce development boards, and American Job Centers.
- **Job Readiness.** It is expected that the program will include components to strengthen a resident's likelihood of sustainable employment. These components should include, but not be limited to: Employment Counseling; Job Search Techniques; Resume Assembly; Interviewing Skills; Job Application Preparation; etc. Proposers should identify career and job readiness assessment tools used.
- **Job Retention.** It is expected that the program will include a component designed to encourage employer communication regarding the resident's work ethics, productivity, etc. It is also expected that the program will provide a strong focus on providing residents with the tools necessary to deal with conflict productively, and retaining their employment long-term.
- **Savings Account Maintenance.** All residents will be expected to establish a savings account (in accordance with Offender Monies: Offenders Savings Accounts in the [DOC's Parole and Community Services Residential Provider Manual](#)).
- **Transportation Assistance.** The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.
- **Identification Procurement.** It is expected that residents will be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.
- **Benefits Assistance.** It is expected that residents will be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).

- **Housing Assistance.** It is expected that residents will be assisted with obtaining adequate, permanent housing upon completion of the program.
- **Drug Testing.** It is expected that the program will perform drug testing of residents. The Department requires that drug tests be performed a minimum of once per month for the resident's entire length of stay. Proposals should include the level and type of drug test to be performed.
- **Discharge Planning.** In conjunction with the resident's Individual Service Plan, program staff should work collaboratively with the resident to develop a Discharge Plan. The Discharge Plan should include permanent housing options upon release, benefits eligibility, linkage to local community services, etc.
- **Mentoring** – Preference will be given to programs that include Mentors for residents. Mentoring is a component that is meant to complement the traditional services of Work Release programs. Resident participation with Mentors is voluntary. Proposals should describe the mentoring program including mentoring selection, roles and responsibilities, mentoring approach, and mentor training and support.
- **Medication Management.** It is expected that the program will include the capability to provide medication management to residents in need of such services as a result of their mental health needs. Proposals should describe how the program will provide medication management to include response to medication noncompliance and community resources to include access to 24 hour pharmacy. Describe how the program would address those with Medicated Assisted Treatment (MAT).
- **Service Linkage.** It is expected that the program will include the capability to provide linkage to local mental health providers and/or DMHAS providers to ensure continuity of care upon completion of the program.

### **3. Staffing Expectations** (Limit 5 pages)

A responsive proposal must include the following information about all staff that the proposer intends to assign to the proposed program including any contractors/community providers.

- ***Program Staff/Manager.*** Include a staffing matrix in Section E. Attachments of the proposal, using the form provided in Appendix H of this RFP. Identify each staff position that will be responsible for implementing and providing the requested services, including but not limited to a Program Manager. The Program Manager's responsibilities shall include but not be limited to day-to-day oversight of the program. Indicate whether each position will be newly created or existing. If the staff that will be assigned to the program are currently employed by the organization, include their names and position titles. If the staff that will be assigned to the program are not currently employed by the organization, present a strategy to recruit and hire staff that possess the qualifications specified in the job descriptions requested. The staffing matrix does not count toward the page limit of the proposal.

If the proposer plans to subcontract for Mental Health supports/resources, clinicians, etc., please identify the staff and/or agency, the services to be performed, and details of the contract including if it involves on-call services, fee for service and/or scheduled # of hours for services per week/month etc. Please include a copy of all

contracts between your agency and the contractor for all services contracted in Appendix E.

*All staff to be trained in Crisis Intervention. All clinical to include APRN preferred to have forensics experience.*

- **Job Descriptions.** Provide current job descriptions for each position identified in the Program Staff/Manager section above, in Section E. Attachments. The job descriptions must outline the specific duties associated with the proposed program, and minimum credential, license, education, training, and experience requirements. Each job description should clearly show how the position supports the proposed program. Job descriptions do not count toward the page limit of the proposal.
- **Resumes.** Provide resumes, not exceeding two pages per resume, for all staff identified in Program Staff/Manager section above that are currently employed by the organization, in Section E Attachments. Resumes must reflect staff qualifications including credentials, licenses, education, training, experience with the proposer, experience with government-funded projects, and other relevant experience. Resumes do not count toward the page limit of the proposal.
- **Recruitment, Hiring, and Retention Plan.** Detail the proposer's recruitment, hiring, and retention plan, including any efforts made to recruit and hire people with disabilities.
- **Staff Training/Education/Development.** Describe the proposer's staff training, education, and development plan to ensure staff competency in the provision of the requested services.
- **Multilingual and Multicultural Competency.** Describe the cultural and linguistic background of staff identified in Staffing/Program Manager section above in relation to the service population. Since it is unrealistic to maintain staff with cultural and linguistic capabilities for all potential ethnic groups, explain how the program intends to serve those ethnic groups outside the cultural and linguistic capabilities of program staff.

#### 4. Data and Technology Expectations (Page limit 5 pages)

**A responsive proposal must include** the following information about the information management and performance measurement systems of the proposer.

- **Computer Hardware/Software.** The proposal must describe the proposer's ability to access the Internet, send and receive secure outside e-mail, and view PDF documents. The proposal must also describe the office operating systems currently utilized by the proposer, and the capability of the proposer to maintain electronic health records and electronic case management records/resident files.
- **Reports.** The contractor shall be required to enter data via the Department's Provider Data Management System (PDMS) to produce the following reports or file reports electronically, on forms provided by the Department. The proposal must describe the proposer's ability to enter data and submit reports to comply with these requirements.
  - Residential Monthly Progress Report, within five calendar days after the end of each month, with the supervising Parole Officer;

- Residential Monthly Discharge Report, within 48 hours after the resident's discharge with the supervising Parole Officer;
  - Monthly Residential Utilization Report, within seven calendar days after the end of each month;
  - Performance Outcome Measure Report, by January 7 of each year for the period of July 1 through December 31, and by July 7 of each year for the period of July 1 through June 30;
  - Annual Budget, using the Purchase of Services Uniform Chart of Accounts and Electronic Workbook via the State's CORE system, by June 15 of each year for the following State fiscal year (July 1 through June 30);
  - Staffing Matrix, by June 15 of each year; and
  - Expenditure Reports, using the Purchase of Services Uniform Chart of Accounts and the Budgeting reports in the States's CORE system as follows: Budget vs Actual reports by March 31 of each year for the period of July 1 through the last day of February, and by September 30 of each year for the period of July 1 through June 30.
- **Disclosure Policy.** Case file information on program participants including names, Social Security Numbers, and other sensitive information is considered confidential and may not be released. The contractor must protect confidential and private information gained from program participants. Appropriate physical and electronic security policies must be in place to protect sensitive information. The proposal must describe the proposer's ability to comply with this disclosure policy.

## 5. WORK PLAN

**A responsive proposal must** include a comprehensive and realistic work plan. Please complete a work plan for the initial partial year (Jan – June 30) and for each State fiscal year (July 1 to June 30) the program is offered. The work plan must demonstrate the flow of program services in a logical and sequential manner with the sequential years building upon the partial year the program is started. The work plan must include the following.

- Start date of the Program
- *Tasks and Deliverables.* Describe **what** start-up and implementation activities, actions, tasks, and deliverables the proposer will accomplish to implement the program, as well as the staff **who** will be responsible for accomplishing each task and deliverable.
- *Methodologies.* Describe **how** each task and deliverable will be accomplished, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes.
- *Timetable/Schedule.* Include a proposed timetable indicating **when** each task and deliverable will be accomplished. Identify any significant milestones or deadlines including when the program will be operational.

## 5. Financial Expectations (Page Limit: Five pages)

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

- *Audited Financial Statements.* Submit a copy of the cover letter from the proposer's auditor for each of the three most recent annual audits and a copy of the most recent audit prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (GAAP) (USA). The copy shall include all applicable financial statements, auditor's reports, management letters, and any corresponding reissued components, including reports on compliance for each major State and federal program and on internal control over compliance. Cover letters and the annual audit do not count toward the page limit of the proposal. One copy only shall be included with the original proposal in Section IV.H. Appendices. If less than three audits have been conducted, detail must be provided as to why, and any supporting documentation assuring the financial efficacy of the proposer should be included (for example, a financial statement prepared by an accountant, a tax return, etc.).

If the 3 most recent audit are available via OPM's Electronic Audit Reporting System (EARS), such may be noted in the proposal and a hard copy of the audit need not be provided.

- *Financial Capacity.* Describe the proposer's financial capacity to properly isolate contract-related income and expenditures. Discuss the internal controls used to ensure that a thorough record of expenditures can be provided for purposes of an audit.
- *Mixed Funding.* Describe how staff time dedicated to this program will be tracked, if staff assigned to the program will be paid from various funding sources.

## 6. Budget Expectations

- *Cost Standards.* All proposed costs are subject to the federal *Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards*, and OPM *Cost Standards*. In the event of any inconsistency, the federal uniform guidance shall supersede the OPM cost standards. Be advised that the cost proposal is subject to revision prior to contract execution in order to ensure compliance with the OPM cost standards and federal uniform guidance.

More information about the OPM cost standards is available on OPM's web site: [Cost Standards](#).

A portion of the contractor's expenses may be claimed by the State of Connecticut and reimbursed by the federal government through the Temporary Assistance for Needy Families (TANF) Program. Therefore, certain restrictions on a portion of funding received through DOC may apply.

- *Budget.* **A responsive proposal must include** a completed Summary of Program Costs form provided in Appendix F, and budget form, provided in Appendix G, of this RFP. The anticipated start date is 4/1/24, so please complete a FY24 3-month budget for the period of April 1 – June 30, 2024, as well as, a full year budget **for each State fiscal year** (July 1 to June 30) that a proposer offers the proposed program. The budget form allows for three months of FY24 costs and three full years of budget costs since the contract offers may be for a two or three year period with the option to extend at the discretion of the Department. All start-up costs

must be clearly identified and itemized in the six-month budget for FY24 and are only allowed if FY24. All revenue, including non-DOC revenue must be identified.

Preference will be given to proposals that have more efficient and economical total costs, as well as those that have more efficient and economical costs per bed.

The cost per bed for current DOC-contracted residential programs is as follows.

<b>Program Type</b>	<b>Low</b>	<b>High</b>	<b>Average</b>
Women's Work Release*	\$35,818	\$58,741	\$44,450

\*Costs provided are based on Women's Work Release programs without Mental Health Supports and Resources included.

- *Budget Justification/Narrative.* A responsive proposal shall detail how costs included in the budget were calculated. If applicable, all start-up costs must be listed separately and clearly detailed in the budget justification/narrative.

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

Note 2: The Department reserves the right to consider all factors including cost in the final selection of a successful proposer. The opportunity to negotiate a contract with the Department will not be offered based on cost alone.

#### ■ D. PERFORMANCE MEASURES

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

*Performance Outcome Measures.* The contractor shall adhere to established Performance Outcome Measures developed and promulgated by DOC as such may be amended from time to time. The proposal must describe: how the program will be monitored to ensure that the performance outcome measures are met; and the data collection methodology to ensure credible documentation of program services. The Department has developed and promulgated the following performance outcome measures.

- Work Release Programs
  - 95% of admitted offenders will have an Individual Service/Treatment Plan completed within 15 calendar days of admission;
  - 50% of offenders will have obtained part-time, full-time or temporary employment or be enrolled in school within 90 days of admission;
  - 90% of successfully discharged offenders will have obtained housing;
  - 95% of eligible offenders will maintain savings accounts held in their name, by contractor or by conservator;
  - 98% of offenders will have at least one random drug screen monthly and 85% of offenders will have no positive drug screens;
  - 75% of discharged offenders will have completed the program successfully; and
  - 98% of successfully discharged offenders will have a discharge plan/summary.



For individuals requiring mental health supports the following additional program performance measures should be met.

#### Mental Health Supports

- 98% of admitted clients will have an initial clinical intake assessment conducted by a licensed mental health clinician
- 98% of admitted clients will have an initial medication assessment conducted by a licensed APRN /Medical professional
- 90% of discharged clients will have transitioned to an appropriate placement commensurate with the individual's clinical and functional level of care needs;
- 70% of discharged clients will have completed the program successfully;
- 70% of discharged clients will have successfully completed the program within 6 months of admission/intake; and

### ■ E. CONTRACT MANAGEMENT/DATA REPORTING

As part of the State's commitment to becoming more outcomes-oriented, the Department of Correction, 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, the Department of Correction reserves the right to request/collect other key data and metrics from providers.

The Department will use the data provided by the Contractor via DOC's Provider Data Management System (PDMS) to run Monthly Utilization Reports and Performance Outcome Measure Reports to obtain insight to program operations

### III. PROPOSAL SUBMISSION OVERVIEW

#### ■ A. SUBMISSION FORMAT INFORMATION

1. **Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.
2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must complete and use the Cover Sheet form provided by the Agency in the Appendix E.
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 two (2) pages, of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP. The summary shall include:
  - *Proposer's minimum of three (3) years demonstrated experience providing the requested (or very similar) services to formerly incarcerated individuals;*
  - *Proposed program type;*
  - *Program capacity including the number of beds and gender; and,*
  - *Location of the program.*
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.
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: Minimum of 11 point
  - Font Type: Times New Roman
  - Margins: 1"
  - Line Spacing: None specified
  - Page Limit: No page limit
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. **Declaration of Confidential Information.** Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. In subsection F of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must

provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

- 9. 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 averse 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 Department of Correction Commissioner will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.
- 3. Minimum Submission Requirements.** To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement, (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum

submission requirements will not be reviewed further. The Agency will reject any proposal that deviates significantly from the requirements of this RFP.

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

<b>Criteria</b>	<b>Possible Points</b>
Organizational Profile	10
Scope of Services	20
Staffing Plan	10
Data and Technology	10
Work Plan	20
Financial Profile	10
Budget and Budget Narrative	10
Appendices	10
<b>Total Possible Points</b>	<b>100</b>

<b>Evaluation Criterion Title</b>	<b>Percentage of Total</b>	<b>What would a top score look like?</b>
Organizational Profile:	10%	Proposal is consistent with proposer's purpose/mission/philosophy, has history (minimum of three years) of providing services to the identified target populations within their proposed service area. Proposer has provided services to DOC within past three years or reference letters that support proposer's experience providing services to formerly incarcerated individuals. Proposer who has provided contracted services to DOC Performance Outcome Measures reports demonstrate that the proposer met or exceeded performance outcome measures.
Service Requirements:	20%	Proposer's period between referral acceptance and initial intake appointment and then intake appointment and first scheduled service is reasonable and effective; Proposer has possession of space, zoning compliance, and licensure; proposed site is suitable for the operation of a residential program/services requested; proposed site is fully compliant with the 2010 ADA Standards for Accessible Design; the proposed physical space of residents, number of residents assigned per bedroom and number of residents sharing a bathroom, food, and furnishing arrangements are reasonable and effective; Proposer's staff will monitor residents; intake process and topics covered during orientation period are reasonable and effective; assessment tools are reasonable and effective; assessments include SCORES and/or WRNA, Mental Health programs include explanation of validated mental health assessment tool; services offered and the modality offered is reasonable and effective; services provided

		are evidence-based; proposals describe gender-responsive philosophies utilized; internal security measures are reasonable and effective; proposed program is compliant with PREA standards related to other entities for the confinement of residents; proposal demonstrates the least restrictive eligibility and exclusionary criteria.
Staffing	10%	Staffing is reasonable and effective to implement and sustain the proposed program and is consistent with all other sections of the proposal; Proposal identifies a program manager, a job developer for work release proposals, clinical/licensed staff, subcontractors and or resources required for Mental Health needs; Job descriptions are relevant to the proposed program; resumes enhance the Department's confidence in the identified staff's ability to implement and sustain the program; recruiting, hiring and retention plans are reasonable and effective to implement and sustain the proposed program; staff training, education, and development plan is reasonable and effective to ensure staff competency to implement and sustain the proposed program; the proposal demonstrates the ability of the proposed program to respond to various cultural and language situations. Agreements/contracts with subcontractors or community providers detail services to be provided and are included in the proposal's attachments.
Data and Technology	10%	Proposer has the ability to access the internet, access PDMS, send and receive secure outside e-mail and view PDF documents; proposer describes officer operating system currently utilized; proposer has capability to maintain electronic health records and electronic case management records/resident files; proposer demonstrates the ability to file required reports; proposer has ability to comply with disclosure policy; proposer's data collection methodology is reasonable and effective to ensure credible documentation of program services.
Work Plan	10%	Work plan is comprehensive, realistic, and consistent with all other section of the proposal. Describes task and deliverables, methodologies, and timetable/schedule.
Financial Profile	10%	Proposer's audited financial statements demonstrate proposer's fiscal stability; proposer has financial capacity to properly isolate contract-related income and expenditures; internal controls are reasonable and effective to ensure that a thorough record of expenditure can be provided for purpose of an audit.
Budget and Budget Narrative	10%	Proposer's costs are complete, reasonable, cost-effective, and consistent with all other sections of the proposal, especially the budget justification/narrative; proposal has efficient and economical total annual costs; proposal has efficient and economical annual costs per bed; proposal reflects the proposer's ability to leverage other resources to implement and

		sustain the proposed program; budget justification/narrative clearly details how costs included in the budget were calculated, and is consistent with all other sections of the proposal, especially the budget; Start-up costs are listed separately and clearly detailed in the budget and budget justifications/narrative.
Appendices	10%	Proposals include all required affidavits, certifications, and attachments; All affidavits and certifications are properly completed.

**Note:**

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

- 5. Proposer Selection.** Upon completing its evaluation of proposals, the Review Committee will submit the rankings of all proposals to the Commissioner or Agency Head. The final selection of a successful proposer is at the discretion of the Commissioner or Agency Head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Agency. Such negotiations may, but will not automatically, result in a contract. Any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Agency's discretion, about the outcome of the evaluation and proposer selection process. The Agency reserves the right to decline to award contracts for activities in which the Commissioner or Agency Head considers there are not adequate respondents.
- 6. Debriefing.** Within ten (10) days of receiving notification from the Agency, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Agency to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Agency may schedule and hold the debriefing meeting within fifteen (15) days of the request. The Agency will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
- 7. Appeal Process.** Proposers may appeal any aspect the Agency's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Agency head. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after an agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the Agency to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.
- 8. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Agency's contracting procedures, which may include approval by the Office of the Attorney General. Fully executed and approved contracts will be posted on State Contracting Portal and the Agency website.

## IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS

<b>A. Cover Sheet</b> .....	<b>1</b>
<b>B. Table of Contents</b> .....	<b>2</b>
<b>C. Executive Summary</b> .....	<b>etc.</b>
<b>D. Main Proposal</b>	
<b>E. Attachments</b> (clearly referenced to summary and main proposal where applicable)	
<b>F. Declaration of Confidential Information</b>	
<b>G. Conflict of Interest - Disclosure Statement</b>	
<b>H. Statement of Assurances</b>	

*Additional detail regarding A-H are defined more specifically below*

### **A: Cover Sheet**

The Respondent must use the Cover Sheet provided in Appendix E capturing the following information:

- RFP Name or Number:
- Legal Name:
- FEIN:
- Street Address:
- Town/City/State/Zip:
- Contact Person:
- Title:
- Phone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Signature:

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

### **B: Table of Contents**

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

**C: Proposer Executive Summary**

The page limitation for this section is two (2) pages briefly describing how the Respondent meets the eligibility and qualification criteria outlined in the Proposal Overview and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

**D: Main Proposal Submission Requirements To Submit a Responsive Proposal**

**\*\*\*Please note the maximum total page length for this section is 10 pages** (all appendices and other attachments should be referred to in section D and then placed in section E. The Agency Review Committee will not read answers longer than 10 pages in this section.

**1. Application Submission Details**

*1.1 Application Service Geography:* Applications should clearly identify in which region services are proposed, including the specific towns.

*1.2 Application Target Population:* Applicants must identify the community and population needs they plan to address through their proposed services. Applications should indicate which of the Agency identified target population(s) they are going to serve, based on supporting evidence of need and agency experience.

Strengths and Qualifications of Agency & Staff

*1.3 Organization Description and History:* Provide a general overview of your organization including its history and prior experiences engaging with relevant key stakeholders such as parents, the community, and local government officials.

- a. Purpose, Mission, Vision, Values. . . . .
- b. Entity Type / Parent Organization / Years of Operation . . . . .
- c. Location of Administration Offices/Facilities. . . . .
- d. Functional Organization
- e. Current Range of Services/Clients
- f. Qualifications
- g. Relevant Experience
- h. Accreditation/ Certification / Licensure . . . . .
- i. References . . . . .

**2. Scope of Services**

Proposers should demonstrate how they will meet the service requirements as outlined in the scope of services.

- a. Catchment Area . . . . .
- b. Location of Facilities
  - o Site Control
  - o Zoning
  - o Licensure
  - o ADA Compliant
  - o Program space: shared space or only DOC beds . . . . .
- c. Hours of Operation
- d. Target Population
- e. Date of Program Availability
- f. Types of Clients
- g. Capacity



- h. Room and Board
- i. Accountability
- j. Client Eligibility/Exclusions
- k. Client Evaluation/Referrals
- l. Intake/Orientation Assessment . . . . .
- m. Treatment Approaches . . . . .
- n. Evidence-Based Programming . . . . .
- o. Internal Security Measures . . . . .
- p. Prison Rape Elimination Act (PREA) . . . . .
- q. Service/Treatment Components/Processes/Protocols/Collaborative Approach including:
  - o Job Development
  - o Job Readiness
  - o Job Retention
  - o Savings Account Maintenance
  - o Transportation Assistance
  - o Identification Procurement
  - o Benefit Assistance
  - o Housing Assistance
  - o Drug Testing
  - o Discharge Planning
  - o Mentoring
  - o Medication Management
  - o Service Linkage
- r. Administrative Support . . . . .

- 3. Staffing Plan – Strengths and Qualifications of Agency and Staff  
 Proposals must include a proposed staffing plan for the services requested in the RFP. Staff Resumes and Community Contracts/Agreements must be included in Appendix E.
  - a. Key Personnel/Program Staff/Managers/Contractors & Community Providers
  - b. Staffing Levels & Qualifications . . . . .
  - c. Job Descriptions . . . . .
  - d. Personnel Organization Chart . . . . .
  - e. Recruitment, Hiring & Retention Plan . . . . .
  - f. Staff Training / Education / Development . . . . .
  - g. Multilingual and Multicultural Competency

- 4. Data and Technology  
 Proposer must demonstrate sufficient capacity to collect and manage Department required data. Proposals should include the following:

- a. Computer Hardware/Software/E-Mail Internet Capabilities/IT Infrastructure . . . . .
- b. Data Collection / Storage / Reporting . . . . .
- c. Disclosure Policy. . . . .

- 5. Work Plan  
 The purpose of this section is for the proposer to explain the tasks, participants, time estimates, and schedule for providing the purchased service.

- a. Start Date . . . . .
- b. Tasks, Deliverables . . . . .
- c. Timetable / Schedule. . . . .
- d. Methodologies. . . . .

6. Financial Profile

The Proposer shall provide information regarding their financial management, accounting and reporting systems including but not limited to:

- a. Annual Budget and Revenues/Audited Financial Statements. . . . .
- b. Financial Standing . . . . .
- c. Financial Management Systems/Financial Capacity. . . . .
- d. Revenue Generation/Mixed Funding. . . . .

7. Cost Competitiveness and Budget Narrative

- a. Summary of Program Cost . . . . .
- b. Line Item Budget Form . . . . .
- c. Narrative. . . . .

8. Performance Outcome Measures

**E: Attachments**

Attachments other than the required attachments identified are not permitted and will not be evaluated. Further, the required attachments must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions may result in disqualification.

- a. IRS Determination Letter - Proof of Non-Profit Status
- b. Reference Letters
- c. Proof of Zoning
- d. Proof of Licensure
- e. Staffing Matrix
- f. Contracts/Subcontracts/Community Agreements
- g. Job Descriptions
- h. Resumes
- i. Audited Financial Statements, if EARS systems does not have most recent 3 years.
- j. Résumés of Key Personnel . . . . .
- k. Floor Plan . . . . .

**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 Statement of Assurances provided in Appendix B.

## V. MANDATORY PROVISIONS

### ■ A. POS STANDARD CONTRACT, PARTS I AND II

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

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

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

Note:

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

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

### ■ B. ASSURANCES

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

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

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

#### ■ C. TERMS AND CONDITIONS

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

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

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

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

#### ■ D. RIGHTS RESERVED TO THE STATE

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

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

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

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

## ■ E. STATUTORY AND REGULATORY COMPLIANCE

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

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

**3. Consulting Agreements, C.G.S. § 4a-81. Consulting Agreements**

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

**4. Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at [https://seec.ct.gov/Portal/data/forms/ContrForms/seec\\_form\\_11\\_notice\\_only.pdf](https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf)

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

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

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

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



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

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

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

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

## VI. APPENDIX

### A. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
BOPP	Board of Pardons and Paroles
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
CT	Connecticut
DAS	Department of Administrative Services (CT)
DOC	Department of Correction
FOIA	Freedom of Information Act (CT)
IRS	Internal Revenue Service (US)
LOI	Letter of Intent
OAG	Office of the Attorney General
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
POS	Purchase of Service
P.A.	Public Act (CT)
RFP	Request For Proposal
SCORES	Statewide Collaborative Offender Risk Evaluation System
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States
WRNA	Womens Risk Needs Assessment

- *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

**APPENDIX B.****STATEMENT OF ASSURANCES**

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 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

**APPENDIX D****LETTER OF INTENT****REQUEST FOR PROPOSALS - RFP # DOC-RES-WWR-2023-SM****Department of Correction***Due no later than November 13, 2023*Return to:

Suzanne Mazzotta  
 Department of Correction  
 24 Wolcott Hill Road  
 Wethersfield, CT 06109  
[DOC.RFP@ct.gov](mailto:DOC.RFP@ct.gov) (Email)

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

**Prospective Proposal Program Type:**

***Women's Residential Work Release Program with Mental Health Supports/Resources***

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 (if different)	Town, State	Zip Code
Telephone Number	E-mail Address	

**Person Authorized to Sign Contract:**

Name		Title
Signature	Date	

**APPENDIX E  
COVER PAGE**

**REQUEST FOR PROPOSALS - RFP # DOC-RES-WWR-2023-SM**

**Department of Correction**

*Due no later than December 18, 2023*

Proposer's Legal Name	FEIN		
Address:	Proposer's Fiscal Year (x month to x month)		
		to	
City/Town	State	Zip Code	
Contact Name	Title		
Telephone Number	E-Main Address		

FY24 Total Program Cost (not including startup costs)	FY24 Requested Startup Costs (eligible for FY24 only)	FY24 Total Annual Cost to CTDOC (DOC Costs Only: Does not include other income from other sources)
FY25 Total Annual Costs to DOC (DOC Costs only: Does not include other income for other sources)	FY26 Total Annual Costs to DOC (DOC Costs only: Does not include other income for other sources)	FY27 Total Annual Costs to DOC (DOC Costs only: Does not include other income for other sources)

**Proposed Program Type:**

**Residential --**  Womens Work Release with Mental Health Supports/Resources

Proposed Program Name:	Proposed Program Address:	
Proposed Number of Beds	Total Program # of Beds	# of DOC Beds

**Is your organization a non-profit?** Yes  No

**Is your organization incorporated?** Yes  No

**Is your organization registered as a:**

Minority Business Enterprise?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Women Business Enterprise?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Small Business Enterprise?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I certify that to the best of my knowledge and belief, the information contained in this proposal is true and correct. The proposal has been duly authorized by the governing body of the proposer, the proposer has the legal authority to apply for this funding, the proposer will comply with applicable state and federal laws and regulations, and that I am a duly authorized signatory for the proposer.

<b>Signature of Authorizing Official</b>	<b>Date</b>

<b>Typed Name and Title</b>

**APPENDIX F****SUMMARY OF TOTAL PROGRAM COSTS**

This form represents a summary of the DOC funding requested for the number of years a proposer if offering such program.

*(Note: Terms of contract offers will be two to three years with the option to extend at the discretion of DOC)*

Proposer Name:		
Program Name:		
<b># of DOC Proposed Beds</b>		
Program Costs:		
FY24 (3 mos) April 1-June 30	Year 1	\$
FY25 (July 1 - June 30)	Year 2	\$
FY26 (July 1 - June 30)	Year 3	\$
FY27 (July 1 - June 30)	Year 4	\$
<b>TOTAL REQUESTED FUNDING</b>		<b>\$</b>

If the proposer has additional capacity and DOC has the need for temporary per diem beds, please provide per diem rates:

Daily:	\$
Weekly:	\$
Monthly:	\$

**APPENDIX G**

**Proposed Annual Program Budget**

Proposer Name: \_\_\_\_\_ #of Beds: \_\_\_\_\_

Proposed Program: \_\_\_\_\_

April 1 –  
June 30, 2023  
FY2024

FY2025 July 1 - June 30  
FY2026 FY 2027

Budget Year:

**Salary Detail:**

Direct Client Services Staff:	Number FTE's	Annual Salary	Annual Line Total	Annual Line Total	Annual Line Total	Annual Line Total
Program Director		\$ -	\$ -	\$ -	\$ -	\$ -
Counselors		\$ -	\$ -	\$ -	\$ -	\$ -
Staff Supervisor		\$ -	\$ -	\$ -	\$ -	\$ -
Client Supervisor/Monitor		\$ -	\$ -	\$ -	\$ -	\$ -
Job Developer		\$ -	\$ -	\$ -	\$ -	\$ -
Other:		\$ -	\$ -	\$ -	\$ -	\$ -
Other:		\$ -	\$ -	\$ -	\$ -	\$ -
Other:		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Direct Client Salaries:</b>		\$ -	\$ -	\$ -	\$ -	\$ -

**Direct Support Staff**

Cook		\$ -	\$ -	\$ -	\$ -	\$ -
Dirver		\$ -	\$ -	\$ -	\$ -	\$ -
Security		\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance/Custodian		\$ -	\$ -	\$ -	\$ -	\$ -
Other:		\$ -	\$ -	\$ -	\$ -	\$ -
Other:		\$ -	\$ -	\$ -	\$ -	\$ -
Other:		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Direct Service Support Salaries:</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Direct Salaries:</b>		\$ -	\$ -	\$ -	\$ -	\$ -

Account Number and Description	Cost			
Hyperlink to State Account Definitions	<a href="#">Account Definitions</a>			
<b>5000 DIRECT EXPENSES</b>				
<b>5100 SALARIES</b> (As detailed above)	\$ -	\$ -	\$ -	\$ -
5101 Staff Salaries & Wages	\$ -			
5102 Overtime	\$ -			
5200 FRINGE BENEFITS	\$ -			
<b>5400 CONTRACTUAL SERVICES</b>	\$ -	\$ -	\$ -	\$ -
5401 Medical Professional	\$ -			
5402 Behavioral Health Professional	\$ -			
5403 Contracted Workers - Non-Payroll	\$ -			
5404 Contracted Direct Client Care	\$ -			
5405 Pass-through Program Funding	\$ -			
5406 Audit	\$ -			
5407 Legal	\$ -			
5408 Accounting	\$ -			
5409 Payroll Processing	\$ -			
5410 Webinar Tech/Computer Support	\$ -			
5411 Translation & Interpretation	\$ -			
5412 Drug Testing	\$ -			
5440 Other Contractual (narrative)	\$ -			
<b>5500 TRANSPORTATION</b>	\$ -	\$ -	\$ -	\$ -
5501 Staff Travel Reimbursement	\$ -			
5502 Vehicle Leases	\$ -			
5503 Vehicle Maintenance	\$ -			
5504 Mileage Reimbursement	\$ -			
5550 Other Transport (narrative)	\$ -			

<b>4000 INCOME</b>				
<b>4100 CONTRACT FUNDING</b>				
<b>4102 Federal/Other Funds</b>	\$	-		
<b>4200 Other State Agency Funding (Id in</b>	\$	-		
<b>4300 OTHER INCOME</b>	\$	-	\$ -	\$ -
4301 Direct Federal Funds	\$	-		
4302 Direct Private Foundation Grants	\$	-		
4304 Investment/Interest Income	\$	-		
4305 Client/Participant Fees	\$	-		
4307 United Way	\$	-		
4313 Fundraising	\$	-		
4315 Insurance	\$	-		
4316 Other (specify in narrative)	\$	-		
4317 Other (specify in narrative)	\$	-		
4318 Other (specify in narrative)	\$	-		
	\$	-		
<b>TOTAL ALL NON-DOC REVENUE</b>	\$	-	\$ -	\$ -
<b>ANNUAL REQUESTED DOC FUNDING</b>	\$	-		
<b>START UP COSTS FY2024 ONLY - Itemize on the following lines:</b>				
	\$	-		
	\$	-		
	\$	-		
	\$	-		
<b>TOTAL START UP COSTS:</b>	\$	-		
<b>NON DOC START UP FUNDING</b>	\$	-		
<b>DOC START UP FUNDING REQUESTED</b>	\$	-		
<b>TOTAL DOC FUNDING REQUESTED (FY24 is the only year start-up costs will be allowed)</b>	\$	-	\$ -	\$ -



**APPENDIX H: Staffing Matrix/Schedule**

Provider: \_\_\_\_\_  
 Program: \_\_\_\_\_  
 Fiscal Year: \_\_\_\_\_

**First Shift Staffing Schedule:**

<b>Position</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Friday</b>	<b>Sat</b>	<b>Sun</b>

**Second Shift Staffing Schedule:**

<b>Position</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Friday</b>	<b>Sat</b>	<b>Sun</b>

**Third Shift Staffing Schedule:**

<b>Position</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Friday</b>	<b>Sat</b>	<b>Sun</b>