

STATE OF CONNECTICUT PROCUREMENT NOTICE

Request for Proposals (RFP) For Vocational Village Program Evaluation

RFP Name: DOC-VVPE-25-MA

Issued By:

DEPARTMENT OF CORRECTION

August 19, 2024

The Request for Proposal is available on the State Contracting Portal (go to CTsource bid board, filter by "Department of Correction"): <https://portal.ct.gov/DAS/CTSource/BidBoard> or from the Agency's Official Contact:

Name: Maria Antoniou
Address: 24 Wolcott Hill Road, Wethersfield, CT 06109
Phone: 860-692-6837
E-Mail: DOC.RFP@ct.gov

The RFP is also available on the Agency's website: <https://portal.ct.gov/DOC>

RESPONSES MUST BE RECEIVED NO LATER THAN

September 27, 2024

At Time 5 PM EST

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.

VOCATIONAL VILLAGE PROGRAM EVALUATION DOC-VVPE-25-MA

2. RFP Summary. The Department of Correction (DOC) is seeking proposals from public and private organizations to create and implement an evaluation of the Vocational Village program. This new program is aimed at providing education and vocational training for incarcerated individuals. The program offers a diverse range of vocational training options to upskill inmates, providing them with industry certifications, credentials, and career pathways. DOC is specifically interested in questions pertaining to the impact of Vocational Village on:

- Workforce outcomes
- Skills alignment to current job market demands
- Recidivism
- Contributions to the state's workforce and economy
- Participant experiences

In addition, DOC is interested in exploring program implementation to improve program administration for future participants.

3. RFP Purpose. The primary goals of this solicitation are to (1) provide evaluative research on the Vocational Village program and how participation in the program impacts a participants ability to find employment, to remain employed, to remain out of incarceration, and to experience long-term job growth. (2) Provide evaluative research on promising strategies, programs, interventions, and initiatives to enhance the management, operations, and positive impacts of the Department's Vocational Village Program, and (3) to retain an evaluator(s) who will execute all of the Vocational Village evaluation. Proposals can focus on the program in its entirety or on specific pieces of the program. In addition, proposals can include evaluations of implementation and process in administering the program or evaluations of the program itself.

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

- 80000000: Management and Business Professionals & Administrative Services
- 86000000: Education and Training Services

■ B. INSTRUCTIONS

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

Name: Maria Antoniou
Address: 24 Wolcott Hill Road, Wethersfield, CT 06109
Phone: 860-692-6837

E-Mail: DOC.RFP@ct.gov

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

- 2. 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>
- 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: | 8/19/2024 |
| • RFP Conference: | Not Applicable |
| • Letter of Intent Due: | 8/30/2024 |
| • Deadline for Questions: | 9/6/2024 |
| • Answers Released: | 9/13/2024 |
| • Proposals Due: | 9/27/2024 5pm EST |
| • (*) Proposer Selection: | 10/18/2024 |
| • (*) Start of Contract Negotiations: | 10/25/2024 |
| • (*) Start of Contract: | 1/1/2025 |

- 5. Contract Awards.** The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Agency.

- | | |
|-----------------------------------|------------------|
| • Total Funding Available: | TBD |
| • Number of Awards: | 1 |
| • Contract Cost: | TBD |
| • Contract Term: | 12 Months |
| • Funding Source: | ARPA |

6. Eligibility.

Proposers must be registered to do business in the State of Connecticut through the Office of the Secretary of State and on CTSource the State's secure, web-based Statewide eProcurement system. The Department is prohibited from entering into a Personal Services Agreement (PSA) with a retired State employee (see OLR, General Notice 2003-15: Reemployment of Retired Employees, April 9, 2003).

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

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

- A master's or doctoral degree in a relevant field such as criminal justice, sociology, psychology, education, public administration, or evaluation studies;
- Ability to demonstrate a capacity to provide the requested services;
- Experience presenting results to and obtaining input from stakeholders, state officials, persons with lived experience and the public;
- A history of financial stability;
- A history of providing the requested or substantially similar services;
- Excellent written communication skills to produce comprehensive and clear evaluation reports;
- An understanding of Vocational Training: knowledge of vocational education and training programs, particularly those designed for incarcerated individuals;
- Data Analysis Skills: proficiency in quantitative and qualitative data analysis, including the use of statistical software and methodologies.

The following qualifications are preferred but not required:

- Certified Evaluator from the American Evaluation Association (AEA).
- Experience performing similar services in the Correctional environment

The CTDOC 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) Administrative Office Location. Provide the location of the proposer's administrative offices.
- b) Qualification/Certifications. Describe the qualifications and experience of the proposer. Include information regarding experience completing similar types of studies, correctional experience, restorative justice experience, and any other relevant experience.
- c) Summary of Relevant Experience. Provide a listing of projects that the proposer has completed in the last three (3) years in the subject area with emphasis on activities relevant and related to the proposed project. Include the summary of relevant experience in Section E: Attachments of the proposal.
- d) References. Provide three (3) letters of reference in Section E: Attachments of the proposal. Letters must be from individuals or entities familiar with the proposer's experience providing the requested services. Letters cannot be from the proposer's current employees or volunteers. Not all three (3) letters can be from the same entity. Letters must include the organization name, contact name, mailing address, telephone number, and email 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.

- 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. **Proposers may use the Letter of Intent form provided by the Agency in the Appendix.** It is the sender's responsibility to confirm the Agency's receipt of the LOI. Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.
- 9. Inquiry Procedures.** All questions regarding this RFP or the Agency's procurement process must be directed, in writing, electronically, (e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, the Agency will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Agency may or may not respond to questions received after the deadline. If this RFP requires a Letter of Intent, the Agency reserves the right to answer questions only from those who have submitted such a letter. The Agency may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The agency will release the answers to questions on the date(s) established in the Procurement Schedule. The Agency will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Agency's RFP Web Page. At its discretion, the Agency may distribute any amendments to this RFP to prospective proposers who submitted a Letter of Intent or attended the RFP Conference.

- 10. RFP Conference.** An RFP conference will **not** be held to answer questions from prospective proposers.
- 11. Proposal Due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time: **September 27, 2024 at 5pm EST.**

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

An acceptable submission must include the following:

- One (1) conforming electronic copy of the original proposal.
- The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.
- The electronic copy of the proposal must be emailed to official agency contact for this procurement. The subject line of the email must read: **DOC-VVETP-25-MA.**

Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 25MB as this reflects The Agency's server limitations. Respondents should work to ensure there are not additional IT limitations from the provider side.

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

II. PURPOSE OF RFP AND SCOPE OF SERVICES

■ A. AGENCY OVERVIEW,

Since 1968 the Connecticut Department of Correction has proudly served and protected the citizens of the State of Connecticut, ensuring the safety, security and order of our 14 correctional facilities in a manner which is widely viewed as a national model. The Department endeavors to provide the programming, education and treatment which willing inmates may utilize to improve themselves and the success of their eventual reintegration into society. Our staff of dedicated correctional professionals takes great PRIDE (Professionalism, Respect, Integrity, Dignity, and Excellence) in the daily performance of their duty to our state.

The CT Department of Correction Vocational Village is a new program aimed at providing education and vocational training for incarcerated individuals. The program offers a diverse range of vocational training options to upskill inmates, providing them with industry certifications, credentials, and career pathways. Apart from vocational training, the program also offers several support services, including counseling, life skills training, job search assistance, job placements, and other social services. These services are specifically designed to help participants overcome any barriers they may encounter, enabling them to successfully reintegrate into their communities after their release.

The Department currently offers ten Vocational Village programs operating in five correctional facilities; 173 participants are enrolled. Seven additional programs are tentatively scheduled to resume/or be introduced in late fall 2024/early winter 2025. Once these other programs resume or commence, there will be a total of seventeen programs offered.

Vocational Village Program Locations:

Osborn Correctional Institution, 335 Bilton Road, Somers, CT 06071
Carl Robinson Correctional Institution, 285 Shaker Road, Enfield, CT 06082
York Correctional Institution, 201 West Main Street, Niantic, CT 06357
Brooklyn Correctional Institution, 59 Hartford, Road, Brooklyn, CT 06234
MacDougall-Walker Correctional Institution, 1153 East Street South, Suffield, CT 06080

Vocational Village Program Descriptions:

Advanced Manufacturing Machine Technology

This course provides student with a basic understanding and training in the fundamental and principles of machine tooling. Students study units in machine shop safety, math, blueprint reading, physical properties and identification of metals, measuring instruments, hand tools, and machinery. A major area of concentration is machine shop measurement. Tools that are included in this area are: rulers, squares, calipers, dividers, protractors, indicators and micrometers. Hands-on training for the following machinery is also

introduced: engine lathe, band saw drill press, surface grinders, Bridgeport milling machine and vertical miller. Training includes both set-up and operation of these machines.

Asphalt Technician Pilot Program

Asphalt Technician Program is a training initiative designed to equip participants with specialized skills in asphalt technology, paving practices, and quality control. Through a rigorous curriculum, hands-on training, and industry collaboration, this program prepares individuals to become proficient asphalt technicians capable of ensuring the durability, safety, and sustainability of road and infrastructure projects. Participants will gain in-depth knowledge of asphalt materials, testing techniques, construction processes, and industry standards, positioning them as valuable contributors to the transportation and construction sectors.

Barbering

The Barbering Program offers aspiring barbers education and training in hair cutting, styling, grooming, customer service, and business management. Graduates emerge with the skills, knowledge, and confidence to pursue fulfilling careers in barbering, whether by working in established salons, starting their own businesses, or exploring entrepreneurial avenues. The program not only cultivates technical proficiency but also fosters creativity, professionalism, and a passion for providing exceptional grooming experiences. Barbers are in continuous demand which cements stable employment.

Building Trades

The Building Maintenance program teaches students the skills and techniques used in many building trades including electrical, plumbing, carpentry, masonry and more. Students learn how to repair and maintain residential and commercial structures and systems. The skills and knowledge provides students with the essential tools needed for related career paths.

Carpentry

In this program student learn shop safety, the proper use of tools, and terminology related to carpentry. Students are tasked to draft blueprints for houses using industry math skills and calculations consistent with the construction field. At the conclusion of this program students will produce a perfectly scaled model house that meets all current building codes.

Commercial Driver License (CDL)

The CDL program provides training needed for participants to obtain their class A, B, or C commercial learner permit. CDL coursework is taught in cohorts by a vocational trainer with virtual road training by use of simulators in preparation to sit the CT CDL Learner Permit (CLP) Exams. A standard curriculum based on the CT Commercial Driver License Manual provides students with 240 hours of training. DOC collaborates with Concentra to provide DOT medical exams/certificates (MCSA 5876), the Department of Motor Vehicles (DMV) provides onsite CLP testing and credential issuance upon completing CLP exams.

Computer Coding Program

The Computer Coding Program is designed to empower individuals with the essential skills and knowledge needed to thrive in the dynamic world of software development. Through a carefully crafted curriculum, hands-on projects, and exposure to industry practices, participants will gain proficiency in coding languages, problem-solving techniques, and collaborative software development. This program aims to cultivate a new generation of skilled programmers who can create innovative solutions, contribute to technology advancements, and excel in diverse sectors of the digital economy.

Cosmetology

This program prepares students to become licensed cosmetologists. Course requirements include 1500 hours of theory and practical experience to qualify for licensure. A rigorous set

of criteria is required for entrance into the program. The classroom is designed to simulate an actual salon environment including appropriate business behavior. Upon completion, students receive information about grant opportunities to take the state examination from the CT Department of Labor. Approval for licensure is determined through the State Board of Health and Addiction Services.

Culinary Arts

The Culinary Arts program provides fundamental skills needed for employment in the food service industry at the entry level. Instructional components include but are not limited to safety and sanitation, use of small equipment and kitchen tools, recipe interpretation, nutrition, basic food identification, and preparation. Students apply skills through the operation of an on-site café. Instruction by the State of Connecticut certified culinarian will include student mastery of the use of food preparation equipment and tools, menu planning principles, effective communication, math calculations, safety and sanitation, the workflow between the dining room and kitchen operations, recipe conversions, and more.

Hospitality Operations Technology

This program prepares students to work in the field of hospitality. Skill-based training for 12 of the major positions of employment within the hospitality industry are available. During this six (6) month course, students learn about guest service professionalism, safety and effective communication. The lodging and hospitality industry is a diverse and rapidly evolving field. Many opportunities are available for entry level staff who are dedicated to a career in this field.

PIECP (Prison Industry Enhancement Certification Program) Pursuit Aerospace

Pursuit Aerospace is a leading supplier in the aerospace industry; a global manufacturer of complex aircraft engine components that are developed through highly integrated processes. PIECP programs situate individuals, who are incarcerated within authentic work settings, remunerate them with wages that align with current standards, and provide them with an opportunity to cultivate valuable skills. The objective of this partnership is to generate 28-55 fulltime positions annually for each facility across six shifts, encompassing roles such as CNC grinder machinists, production planners, and technical support personnel. Individuals in these roles will have the opportunity to secure employment at Pursuit or other state-based employers seeking to fill similar positions after their release. The Forklift Operator Certification Program will be offered with the PIECP program.

Principles of Manufacturing

This program provides students with theory-based instruction and hands-on experience in the areas of electronics, electrical circuits, mechanics, pneumatics, hydraulics and computer programming. It also includes repair of equipment to include washing machines, dish washers, electrical hand and bench tools such as lathes, drills, saws, grinders and polishers. Technicians apply their knowledge of programming and installation to repair robots, and related equipment such as programmable controllers, end of arm tools, conveyors and parts orientators. Students use power tools, hand tools, testing instruments and follow manuals' schematic diagrams and blueprints. The Electro-Mechanical program involves working closely with other on-site vocational programs. Buffers are repaired for MacDougall CI, Walker RSMU and Hartford CC. Graduation from this program can assist inmates in obtaining a job in the community.

Traffic Flagger

This program teaches participants the proper flagging techniques and the responsibilities of a flagger in a work zone. This course satisfies the American Traffic Safety Services Association (ATSSA) Flagger Certification curriculum. Satisfactory completion of this course certifies participants for four (4) years and places them on ATSSA's national registry. A certification card will be mailed to you upon your successful completion of this course. At

the end of this session, participants will be able to: Successfully demonstrate the basic procedures and techniques of flagging, understand basic principles of flagging and explain roles and responsibilities of a flagger within the work zone.

Program Enrollment/Status:

Program	Enrolled Participants	Program Location	Status
Barbering	20	Osborn	Active
Building Trades	24	Osborn	Active
Advanced Manufacturing Machine Tech	18	Carl Robinson	Active
Commercial Driver License	12	Carl Robinson	Active
Commercial Driver License	6	York	Active
Commercial Driver License	18	Brooklyn	Active
Principles of Manufacturing	16	MacDougall-Walker	Active
Hospitality Operations Technology	22	York	Active
Cosmetology	21	York	Active
Culinary Arts	16	York	Active
Asphalt	0	Carl Robinson	To resume late fall 2024/early winter 2025
Traffic Flagger	0	Carl Robinson	To resume late fall 2024/early winter 2025
Carpentry	0	Osborn	Not Started
Computer Coding	0	Osborn	Estimated start 2025
PIECP Pursuit Aero-space Program	0	Carl Robinson	Estimated start 2024
PIECP Pursuit Aero-space Program	0	Osborn	Estimated start 2024
PIECP Pursuit Aero-space Program	0	York	Estimated start 2024
Total Programs: 17	Total Enrolled: 173		

■ **B. SERVICE OVERVIEW,**

The Department of Correction seeks an evaluator(s) to conduct evaluation of the Vocational Village program. In this evaluation, the Department of Correction seeks to understand the impact of participation in the Vocational Village program. This evaluation(s) will address the following problem statement:

How has participation in the Vocational Village program impacted participants' transition out of incarceration and into their community? Specifically, how has participation in the Vocational Village program impacted their ability to find employment, to remain employed, to remain out of incarceration, and to experience long-term job growth?

The Department of Correction is also interested in assessing the following questions:

- How has participation in Vocational Village impacted participants' workforce outcomes, including (but not limited to) employment, earnings and additional credential/degree completion?
- How do skills gained from participation in the Vocational Village program align with current job market demands?
- How has participation in Vocational Village impacted participants' likelihood of re-offending?

- How do Vocational Village participant outcomes compare with similar workforce programs operated by DOC?
- What program improvements could be made to improve outcomes for participants?
- How have these programs contributed to the state's workforce and economy?
- What has been program participant and stakeholder feedback?
- How can the Vocational Village be improved?

The Department of Correction executive leadership and agency staff will use the evaluation results to improve service provision and program implementation. They will also use the evaluation results to advocate for sustainability of this program. Stakeholders will use evaluation results to improve program implementation and ensure that services are delivered equitably and effectively. The evaluation should consider the following and include as appropriate:

■ C. SCOPE OF SERVICE DESCRIPTION

The purpose of this Request of Proposals (RFP) is to solicit proposals to establish contract(s) through competitive negotiations for the procurement of a qualified evaluator(s) to prepare an evaluation of the Vocational Village Program, and provide additional related consultation as may be requested during the term of any resulting agreement.

The evaluator may be an individual or a member of an evaluation team or organization with experience and subject matter expertise in criminal justice as well as workforce development and workforce training. The evaluator will understand the equity goals of this program and address equity in their work.

It is expected that the evaluation will, include, but is not limited to the following:

- a) provide a detailed quantitative and qualitative analysis of current state, including:
 - a comprehensive overview of the existing policies and guidelines governing the Vocational Village program;
 - Including details on program eligibility, enrollment procedures, curriculum standards, and performance metrics and federal, state, or local regulations and standards that the program must adhere to, including those related to correctional education and vocational training; and
 - the operational procedures for program delivery, including staff roles and responsibilities, inmate participation guidelines, and safety protocols.
- b) assess and summarize the impacts of the program on participant outcomes.
- c) identify potential opportunities for new programs, and/or existing program growth and change.
- d) forecast trends expected within the market over a 3, 5 and 10 year horizon.
- e) provide an implementation plan and timeline for identified actionable improvement opportunities; and
- f) address current trends and emerging technology that will influence the delivery of Vocational programs.

2. Service Expectations

Evaluator(s) will convene DOC staff to learn about their priorities for the evaluation and their priorities for program sustainability. Evaluator(s) will meet directly with Vocational Village project manager(s) to understand their program operations and data. After their initial meetings, evaluators will provide an update to DOC staff about the status of data quality and the opportunities for continuous quality improvement in data collection.

Examples of evaluation topics include but are not limited to the following:

- Recidivism

- Workforce
- Program/Process Improvement

The core deliverables of this RFP include:

- A. Routine Convening. Any recipient of an award under this solicitation will be expected to coordinate and engage in regular meetings with the Department's Executive Team, operations/facility staff, project coordinators, Vocational Village Program facilitators, program participants, key informants, external stakeholders, etc. and provide summary documents of those meetings.
- B. Quarterly Updates/Progress Reports. Any recipient of an award under this solicitation will be expected to provide regular updates on individual and team progress, highlighting accomplishments, challenges, and action plans.
- C. Final Report. Any recipient of an award under this solicitation will be expected to submit a Final Report by the end of the award project period. Recipients will also be required to deliver a draft of their Final Report no later than 90 days or earlier prior to the end of the award project period.
- D. Required Data Sets and Associated Files and Documentation. Any recipient of an award under this solicitation will be expected to assist the Department in collecting data necessary for the agency to calculate identified performance measures.
- E. Summative Evaluation(s). Any recipient of an award under this solicitation will be expected to provide summative evaluations to determine whether the program or project achieved its goals and objectives by the end of the award project period.
- F. Work Plan: The evaluator must submit a detailed work plan within the first month of the contract, outlining key activities, timelines, and milestones.
- G. Final Evaluation Report: The evaluator must deliver a comprehensive final evaluation report by the agreed-upon deadline. This report should include findings, analysis, recommendations, and supporting data. The final report must include actionable recommendations that are feasible and directly address the program's goals and areas for improvement.
- H. Stakeholder Engagement: The evaluator must attend and actively participate in all scheduled meetings with the Department of Correction executive leadership, agency staff, and other stakeholders. The evaluator must conduct the agreed-upon number of focus groups and interviews with participants, staff, and other relevant stakeholders as outlined in the work plan. The evaluator must organize and conduct feedback sessions with stakeholders to gather input and share preliminary findings.
- I. Quality of Documentation and Reporting: All submitted reports must include a detailed description of the evaluation methodology, data collection techniques, and analysis procedures. All reports and documentation must be accurate, clear, and free from errors. The findings and recommendations should be well-supported by the data collected.
- J. Adherence to Budget: The evaluator must adhere to the agreed-upon budget, providing regular financial reports and justifications for any deviations.

- K. Ethical Standards: The evaluator must comply with all ethical standards and guidelines, ensuring confidentiality, informed consent, and respectful treatment of all participants.
- L. Regulatory Compliance: The evaluator must comply with all relevant regulations and standards applicable to the evaluation process.
- M. Regular Updates: The evaluator must maintain regular communication with the designated agency contact, providing updates on progress and any potential issues.
- N. Coordination with Agency Staff: The evaluator must work collaboratively with agency staff, ensuring alignment with program goals and smooth execution of the evaluation activities.
- O. Responsive to Inquiries: The evaluator must respond promptly to any inquiries or requests for information from the agency.

When preparing the above deliverables, the evaluator(s) will work closely with the Department's Project Manager, CTDOC leaders and other key stakeholders. This group includes the Department's Executive Team, Project Manager, operations/facility staff, Vocational Village Program facilitators, program participants, key informants, external stakeholders, etc. The evaluator will work directly with the Project Coordinator, and associated work groups to prepare findings and recommendations for the Agencies consideration.

The evaluator may be asked to participate in project meetings, as requested, assisting in the preparation of the content for each session, presenting the core contents of the evaluation, providing rationale for strategic initiatives and answering questions that the CTDOC Leaders may have related to the evaluation.

A responsive proposal must include the following information about the services proposed for this project.

- a) Core Components/Major Deliverables (estimated dates/milestones if applicable)
- b) Work Plan:
 - (1) Tasks and deliverables. Provide a detailed, task-oriented breakdown for each activity/task required to fulfill the services as described in the Service Overview.
 - (2) Methodologies. Describe how each activity/task will be accomplished, providing a detailed explanation of the procedures or processes that will be used.
 - (3) Timetable/Schedule. Include a proposed timeline by activity/task, indicating when each will be accomplished. Include a start date for the project and due dates for all deliverables.
- c) Legal Requirements around Compliance with State/Federal Regulations
- d) Location of Offices / Facilities
- e) Hours of Operation
- f) Target User Population
- g) Culturally Competent Services
- h) Improvement recommendation(s)
- i) Program Collaboration / Coordination
- j) Data Requirements

3. Staffing Expectations:

This evaluation will require an individual or group of individuals who are able to coordinate, collaborate, and engage partners. The evaluator(s) will possess mature research training and will have the ability to employ quantitative and qualitative research skills in this

evaluation. The evaluator(s) should possess extensive subject matter knowledge of criminal justice, workforce development and workforce programs and have a mission that aligns with the Vocational Village mission.

The following specific experience is preferred:

- *An understanding of effective workforce planning and allocation within correctional and vocational training environments.*
- *Experience in human resource management, particularly in designing and evaluating staffing models for educational or vocational programs.*
- *Ability to analyze labor market trends to align the staffing model with current and future demands in vocational training.*
- *Expertise in optimizing staff roles and responsibilities to maximize program efficiency and effectiveness.*
- *Proven track record in supervisory and managerial roles within educational or correctional settings.*
- *Knowledge of performance evaluation systems and techniques to ensure staff accountability and development.*
- *Skills in conflict resolution and team management to handle issues that may arise among staff.*
- *Experience in overseeing and managing large-scale programs, ensuring they meet their goals and standards.*
- *Familiarity with best practices in pre-employment screening procedures, including psychological and skills assessments.*
- *Understanding of legal and ethical standards related to pre-employment screening in the correctional system.*
- *Knowledge of security protocols and measures necessary for ensuring the safety and integrity of the hiring process within a prison environment.*
- *Experience in designing and implementing training programs tailored to vocational education within correctional facilities.*
- *Skills in developing curricula that address the specific needs of vocational village programs.*
- *Knowledge of effective instructional techniques and adult learning principles suitable for incarcerated individuals.*
- *Ability to evaluate training programs and implement continuous improvements based on feedback and outcomes.*
- *Skills in monitoring and ensuring compliance with credentialing and licensure requirements.*
- *Knowledge of accreditation processes and standards for vocational programs and how they apply within correctional facilities.*
- *Understanding of the unique cultural and social dynamics within correctional facilities.*
- *Ability to effectively engage with and gather input from a diverse group of stakeholders, including prison staff, inmates, and external partners.*
- *Strong analytical skills to base evaluations on robust data and evidence.*
- **Credentialing Standards:** Understanding of the credentialing standards and requirements for vocational instructors and program staff.
- **Licensure Processes:** Familiarity with the processes for obtaining and maintaining professional licensure relevant to vocational training and correctional education.

For a program as complex and multifaceted as the Vocational Village, a team of evaluators may be preferable. This team should ideally include:

- **Lead Evaluator:** With extensive experience in program evaluation and specific knowledge of correctional education and vocational training.
- **Data Analyst:** Skilled in quantitative and qualitative data analysis.

- Subject Matter Experts: With expertise in vocational training, correctional education, and inmate rehabilitation.
- Field Researchers: Capable of conducting interviews, focus groups, and on-site observations.

A responsive proposal must include the following information about all staff that the proposer intends to assign to this project.

a) Staffing Plan. Identify the number and type of all staff positions that will be assigned to this project, including the number of trainers and Project Manager for the coordination and delivery of services. The Project Manager's responsibilities shall include but not be limited to training coordination, oversight, and attending all meetings at the request of DOC, and responding to DOC's requests for status updates and reports. Indicate whether each position will be newly created or existing. If the proposer currently employs the staff that will be assigned to the project, include their names and position titles. Note: The Department must be notified in writing and in advance regarding the departure of any key personnel assigned to the project.

b) Resumes. Provide resumes, not exceeding two pages per resume, for all staff identified above that are currently employed by the organization, in Section E: Attachments of the proposal. Resumes must reflect staff qualifications including credentials, licenses, education, training, experience with the proposer, corrections experience, and other relevant experience.

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

4. Data and Technology Expectations

Data sharing will be negotiated between the Department of Correction and the selected vendor. Successful evaluation may involve engagement with the state's longitudinal data sharing system, P20 WIN, to link Department of Correction data with other executive branch agency data (e.g. Department of Labor, State Department of Education).

The selected vendor must be prepared to partner with DOC and selected state agencies to establish data matching and data sharing agreements.

A responsive proposal must provide information about the information management system and of the proposer in regards to the following:

- *Computer Hardware / Software*
- *E-Mail / Internet Capability*
- *Assessment of Client Satisfaction*
- *Program Evaluation*
- *Records / Data Collection / Reporting*
- *Data Security including training and monitoring*
- *Data Storage and Access*
- *Data Destruction*
- *Confidentiality*

5. Financial Expectations

A responsive proposal must include the following information to demonstrate the proposer's fiscal stability.

- a) **Financial Status Reports:** one (1) copy of the respondent's financial status reports (or tax returns for individuals) shall be included with the original proposal in Section IV.E.
- b) **Audited Financial Statements:** If the proposer is a firm or corporation, include the two (2) most recent annual financial reports prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (GAAP). If the most recent audits are available via the Office of Policy and Management's EARS system, such may be noted in the proposal, and a copy need not be provided. If the proposer is not subject to an annual audit, include a current Balance Sheet and Income Statement prepared by an accountant or the most recent tax return assuring the financial viability of the proposer.

6. Budget Expectations

There is no set amount of funding for this evaluation project. Proposers should justify their budget with their hourly rates and proposed expenses. This award is intended to support evaluation work beginning from the time of contract execution through December 31, 2026. Respondents should expect to support this work over this time period and meet the obligations of their contract. Proposers should provide a budget template in Attachment A to detail their budget for the proposed evaluation.

- a) **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](#).

- b) **Budget.** Proposals must contain an itemized budget and/or a fee structure that clearly outlines the cost of delivering the training, including any additional expenses. (Refer to sample templates in the Appendices)
- c) **Budget Justification.** A responsive proposal shall detail how costs included in the budget were calculated. For example, specify how items included in Travel Costs were calculated (hotel, airfare, mileage, etc.) Either Microsoft Office Word or Excel format is acceptable.

Note 1: Consideration will be given to proposals that have more efficient and economical costs.

Note 2: The Department reserves the right to fund portions of a proposed budget and/or require adjustments.

Note 3: The Department reserves the right to consider all factors including cost in the final selection of a proposal. The opportunity to negotiate a contract with the Department may not be offered based on cost alone.

■ D. PERFORMANCE MEASURES

The following performance metrics highlight key priorities that will be analyzed with providers/vendors 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/vendors to define additional important performance metrics.

1. Timeliness and Completeness of Deliverables

Metric: Percentage of deliverables submitted on or before the agreed-upon deadlines.

Benchmark/Target: 100% of deliverables submitted on time.

Description: This metric tracks whether the evaluator meets all deadlines for submitting required documents, including work plans, progress reports, and the final evaluation report.

2. Quality of Evaluation Reports

Metric: Evaluation report quality score based on clarity, accuracy, completeness, and actionable recommendations (scored by an internal review committee).

Benchmark/Target: Minimum score of 90% on the evaluation report quality assessment.

Description: This metric assesses the quality of the evaluation reports, ensuring they are well-written, accurate, and provide clear, actionable recommendations.

3. Stakeholder Engagement and Satisfaction

Metric: Stakeholder engagement and satisfaction score from surveys and feedback sessions.

Benchmark/Target: Average satisfaction score of at least 85% from stakeholders.

Description: This metric measures the effectiveness of stakeholder engagement activities, including focus groups, interviews, and feedback sessions, as well as the overall satisfaction of stakeholders with the evaluation process.

4. Adherence to Budget

Metric: Percentage of the budget adhered to during the evaluation process.

Benchmark/Target: No more than 5% deviation from the approved budget.

Description: This metric tracks the evaluator's ability to stay within the budget allocated for the evaluation, ensuring financial responsibility and efficiency.

5. Frequency and Quality of Communication

Metric: Number of regular updates/meetings held and quality of communication as assessed by agency staff.

Benchmark/Target: At least one update/meeting per month with a quality rating of 85% or higher.

Description: This metric measures the frequency and quality of communication between the evaluator and the agency, ensuring regular updates and effective coordination.

6. Performance Metrics

Providers/vendors to propose performance metrics in their submissions. These metrics should complement the core metrics and provide further insights into the success and impact of the program.

For example:

Employment Rates Post-Release: The percentage of program participants who secure employment within six months of release.

Recidivism Rates: The rate at which program participants re-offend and return to prison within one to three years post-release.

Skill Acquisition: The level of vocational skills acquired by participants, measured through pre- and post-program assessments.

Participant Satisfaction: Participant feedback on program quality and effectiveness, collected through surveys and interviews.

Behavioral Improvements: Changes in participant behavior and attitude, assessed through staff observations and behavioral reports.

Credential Attainment: The number of participants who earn vocational certificates or credentials upon completing the program.

Long-Term Career Advancement: Tracking the career progression of former participants, including promotions and wage increases.

■ 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 employers and community partners, along with our service providers/vendors 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, CT DOC is seeking an evaluator with the requisite experience and expertise to make recommendations on what we should be measuring in order to effectively determine the viability and impact of our agency's programs. A successful proposal will include examples where the proposer can demonstrate their ability to establish successful program analysis criteria, collect the requisite data and then analyze and report their findings. While the successful proposer will lead the evaluation efforts, CT DOC reserves the right to request/collect other key data and metrics from our providers/vendors, in addition to that which the evaluator may request.

III. PROPOSAL SUBMISSION OVERVIEW

■ A. SUBMISSION FORMAT INFORMATION

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

- 4. Executive Summary.** Proposals must include a high-level summary, of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP.
- 5. Attachments.** Attachments other than the required 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-sized)
- Page Limit: 20 pages (not including the cover sheet, table of contents or attachments)
- Font Size: 12-point
- Font Type: Times New Roman
- Margins: Normal (1 inch)

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

■ B. EVALUATION OF PROPOSALS

- 1. Evaluation Process.** It is the intent of the Agency to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Agency will conform with its written procedures for POS and PSA procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85). Final funding allocation decisions will be determined during contract negotiation. The Department of Correction reserves the right to interview respondents during the evaluation of proposals phase
- 2. Evaluation Review Committee.** The Agency will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Agency staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank ordered and make recommendations for awards. The Agency Head will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.
- 3. Minimum Submission Requirements.** To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement, (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Agency will reject any proposal that deviates significantly from the requirements of this RFP.
- 4. Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The weights are disclosed below.
 - **Organizational Profile/Overall Proposal:** (20%)
 - **Scope of Services/Executive Summary** (20%)
 - **Work Plan/Staffing Plan** (30%)
 - **Data and Technology** (10%)
 - **Budget and Budget Narrative** (20%)

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

This section presents the required outline that must be followed when submitting a proposal in response to this RFP. Proposals must include a Table of Contents that exactly conforms with the required proposal outline (below). Proposals must include all the components listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete proposals will not be evaluated.

A. Cover Sheet

B. Table of Contents

C. Executive Summary

D. Main Proposal

E. Attachments (clearly referenced to summary and main proposal where applicable)

F. Declaration of Confidential Information**G. Conflict of Interest - Disclosure Statement****H. Statement of Assurances*****A: Cover Sheet***

The Respondent must use a Cover Sheet capturing the following information:

- RFP Name or Number:
- Legal Name:
- FEIN (not required for currently contracted providers/vendors):
- 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 provider, vendor, 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

Proposers should describe 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 it is recommended that the number of pages in this section are kept to the minimum required to provide a clear and comprehensive response.** All appendices and other attachments should be referred to in section D and then placed in section E.

4.1 Strengths and Qualifications of Agency & Staff

4.10 Organization Description and History: Provide a general overview of your organization including its history and prior experiences engaging with relevant key stakeholders

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

4.2 Scope of Services

- a. *Catchment Area*
- b. *Documentation of Needs / Resources*
- c. *Collaboration Approach*
- d. *Service Capacity / Delivery Plan / Systems / Processes / Protocols*
- e. *Quality Assurance Protocols*
- f. *Administrative Support*
- g. *Special Health or Safety Requirements*

4.3 Staffing Plan

- a. *Key Personnel / Managers*
- b. *Staffing Levels & Qualifications*
- c. *Job Descriptions*
- d. *Personnel Organization Chart*
- e. *Recruitment, Hiring & Retention Plan*
- f. *Staff Training / Education / Development*

4.4 Data and Technology

- a. *E-Mail / Internet Capabilities*
- b. *IT Infrastructure / Hardware & Software Quality*
- c. *Data Collection / Storage / Reporting*
- d. *Assessment of Client Satisfaction*
- e. *Evaluation/Outcome Measures*
- f. *Data Security including training and monitoring*
- g. *Data Storage and Access.*
- h. *Data Destruction*
- i. *Confidentiality*

4.5 Subcontractors (if used)

- a. *Legal Name of Entity, Address, FEIN*
- b. *Contact Person, Title, Phone, Fax, E-mail*
- c. *Services Currently Provided*
- d. *Services To Be Provided Under Subcontract*
- e. *Subcontractor Oversight*
- f. *Subcontract Cost and Term*

4.6 Work Plan

- a. *Start Date*
- b. *Timetable / Schedule*
- c. *Tasks, Deliverables*
- d. *Methodologies*
- e. *Measurable Objectives*

4.7 Financial Profile

Note: Proposer to provide information about the proposer’s fiscal stability, accounting and financial reporting systems, or relevant business practices as applies to the proposer’s entity status. Possible areas to include, but are not limited, to the following:

- a. *Annual Budget and Revenues*
- b. *Financial Standing*
- c. *Financial Management Systems*
- d. *Revenue Generation / Billing / Third Party Reimbursement*
- e. *History of Violations (financial or programming)*

4.8 Cost Competitiveness and Budget Narrative

- a. *Narrative*
- b. *Line Item Budget Form*
- c. *Subcontractor Costs*

E: Attachments

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

- a. *Memorandum of Agreement*
- b. *Résumés of Key Personnel*
- c. *Audited Financial Statements*

F: Declaration of Confidential Information

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

G: Conflict of Interest – Disclosure Statement

Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer

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

H: Statement of Assurances

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

V. MANDATORY PROVISIONS

■ **A. STANDARD CONTRACT PROVISIONS**

Agencies may include any standard PSA contract provisions that are valuable to communicate in advance to the provider/vendor community. This may include a sample agency PSA, an agency specific PSA contract template, or a reference to the [Comptroller's Office PSA Terms and Conditions](#), which includes generic state contract requirements.

■ **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 Representation, C.G.S. § 4a-81.** Pursuant to C.G.S. §§ 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any

other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.

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

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

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

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

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

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

6. Iran Energy Investment Certification C.G.S. § 4-252(a). Pursuant to C.G.S. § 4-252(a), the successful contracting party shall certify the following: (a) that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the

Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date. (b) If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section it shall not be subject to the penalties of false statement pursuant to section 4-252a of the Connecticut General Statutes. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the resulting contract.

- 7. Nondiscrimination Certification, C.G.S. § 4a-60 and 4a-60a.** If a bidder is awarded an opportunity to negotiate a contract, the proposer must provide the State agency with *written representation* in the resulting contract that certifies the bidder complies with the State's nondiscrimination agreements and warranties. This nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the resulting contract, or (B) providing an affirmative response in the required online bid or response to a proposal question, if applicable, which asks if the contractor understands its obligations. If a bidder or vendor refuses to agree to this representation, such bidder or vendor shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.
- 8. Access to Data for State Auditors.** The Contractor shall provide to OPM access to any data, as defined in C.G.S. § 4e-1, concerning the resulting contract that are in the possession or control of the Contractor upon demand and shall provide the data to OPM in a format prescribed by OPM [or the Client Agency] and the State Auditors of Public Accounts at no additional cost.

VI. APPENDIX

A. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
CT	Connecticut
DAS	Department of Administrative Services (CT)
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)
PSA	Personal Service Agreement
P.A.	Public Act (CT)
RFP	Request for Proposal
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

- *contractor*: a private provider organization, CT State agency, or municipality that enters into a POS contract with the Agency as a result of this RFP.
- *proposer*: a private provider organization, CT State agency, or municipality that has submitted a proposal to the Agency in response to this RFP. This term may be used interchangeably with respondent throughout the RFP.
- *prospective proposer*: a private provider organization, CT State agency, or municipality that may submit a proposal to the Agency in response to this RFP, but has not yet done so
- *subcontractor*: an individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific service as part of a PSA with the Agency as a result of this RFP

B. STATEMENT OF ASSURANCES

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 or 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 or the Respondent or any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

Legal Name of Organization:

Authorized Signatory

Date

C. PROPOSAL CHECKLIST

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

Key Dates

<u>Procurement Timetable</u>		
The Agency reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	Letter of Intent Due:	8/30/2024
2	Deadline for Questions:	9/6/2024
3	Answers Released:	9/13/2024
4	Proposals Due:	9/27/2024, 5pm EST
5	Estimated Start Date of Contract	On or about January 1, 2025

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

- Register at: <https://portal.ct.gov/DAS/CTSource/Registration>
- Submit required forms:
 - Campaign Contribution Certification (OPM Ethics Form 1): <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

Proposal Content Checklist

- Cover Sheet** including required 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
- Table of Contents**
- Executive Summary:** high-level summary of proposal and cost
- Main proposal body answering all questions with relevant attachments.**

Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification. Additional attachments may include (bullets below are examples only):

 - Staffing plan with FTE status
 - Agency and program organizational chart detailing reporting structure
 - Staff resumes and applicable licensures
 - Work plan describing organization's efforts, progress, or plans to diversify workforce
 - Detailed plan on cultural competence and humility in service delivery

- Memoranda of Agreement/Understanding with service partners
 - Written financial policies and procedures
- Required Attachments:
 - List of Relevant Experience
 - Letters of Reference
 - Resumes of Key Personnel
 - Two years of most recent annual audited financial statements; OR any financial statements prepared by a Certified Public Accountant.
 - IRS Determination Letter (for nonprofit proposers)**IRS Determination Letter** (for nonprofit proposers)
- Proposed budget**, including budget narrative and cost schedules for planned subcontractors if applicable.
- Conflict of Interest Disclosure Statement**
- Statement of Assurances**

Formatting Checklist

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

D. LETTER OF INTENT

LETTER OF INTENT
REQUEST FOR PROPOSALS - RFP # DOC-VVPE-25-MA
Department of Correction
Due no later than August 30, 2024

Return to:
 Maria Antoniou
 Department of Correction
 24 Wolcott Hill Road
 Wethersfield, CT 06109
DOC.RFP@ct.gov (Email)

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

Prospective Proposal Program Type:
Vocational Village Program Evaluation

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	

E. PROPOSAL COVER SHEET

PROPOSAL COVER SHEET
RFP # DOC-VVPE-25-MA
Department of Correction
September 27, 2024

Proposer:

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Legal Name	FEIN or Social Security Number	Telephone Number
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Mailing Address	Town, State	Zip Code
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<input type="checkbox"/> Yes <input type="checkbox"/> No (check one)	<input type="checkbox"/> Profit <input type="checkbox"/> Nonprofit (check one)	
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Incorporated	Type of Organization	Fiscal Year End
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Total Cost

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

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Name	Title	Telephone Number
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Mailing Address	Town, State	Zip Code
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E-mail Address	FAX Number
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Authorized Official *(Individual empowered to enter into and amend contractual instruments in the name and on behalf of the Contractor):*

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

F. SAMPLE BUDGET TEMPLATE

RFP #:					
BUDGET FORM					
RESPONDENT NAME					
TOTAL BUDGET AMOUNT					
I. SALARIES & WAGES					
	Direct Staff – Name & Title	Number FTE's	Hourly Rate	Total Hours	Salary Total Charged
1	Program Director				
2	Other:				
3	Other:				
4	Other :				
	Subtotal Salaries				
	Subcontractors – Name & Title				
1	Program Director				
2	Other:				
3	Other:				
4	Other :				
	Subtotal Subcontractor Salaries				
	TOTALS				
II. DIRECT COSTS					
		Qty	Price	Hourly Rate	Total
1					
2					
3					
	Subtotal Direct Costs				
	TOTALS				
II. INDIRECT COSTS					
		Qty	Price	Hourly Rate	Total
1					
2					
3					
4					
	Subtotal Indirect Costs				
	TOTALS				
GRAND TOTAL COSTS		-	-		

G. SAMPLE PRICE SCHEDULE TEMPLATE

RFP #:				
PRICE SCHEDULE				
RESPONDENT NAME				
TOTAL BUDGET AMOUNT				
I.				
	Services	Price Per Service	Per Hour*	Total
1				
2				
3				
	Subtotal			
	TOTAL COSTS	-	-	