

**STATE OF CONNECTICUT PROCUREMENT NOTICE**

Request for Proposals (RFP) For  
PREA Program Evaluation, Assessment, Training,  
And Technical Assistance Consulting Services  
(Women's Correctional Facilities Focus)

RFP Name: **DOC-PREA-2026-MA**

Issued By:

**Department of Correction**

March 5, 2026

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

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

or from the Agency's Official Contact:

Name: Maria Antoniou  
Address: 24 Wolcott Hill Road, Wethersfield, Connecticut, 06109  
Phone: (860) 692-7635  
E-Mail: DOC.RFP@ct.gov

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

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

**RESPONSES MUST BE RECEIVED NO LATER THAN**

**April 24, 2026**

**At 3:00 PM EST**

The Connecticut 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.** DOC-PREA-2026-MA/ PREA Program Evaluation (Women's Correctional Facilities Focus)
2. **RFP Summary.** The purpose of this request is to seek consulting services that apply gender-responsive, trauma-informed, and victim-centered approaches, while ensuring alignment with all applicable PREA standards and related federal and state requirements.
3. **RFP Purpose.** The Connecticut Department of Correction is seeking proposals from qualified consulting firms or individuals to evaluate and strengthen the Agency's Prison Rape Elimination Act (PREA) and sexual abuse prevention and response procedures, with a specific focus on women's correctional facilities. The evaluation shall assess compliance with PREA standards and examine the effectiveness of hiring practices, evidence-based training, assessment, reporting, and response practices related to sexual abuse and sexual harassment.
4. **Commodity Codes.** The services that the Agency wishes to procure through this RFP are as follows:
  - 93140000: Community and social services
  - 93151607: Government auditing services
  - 86000000: Education and Training Services
  - 80000000: Management and Business Professionals and Administrative 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, Connecticut, 06109  
Phone: (860) 692-7635  
E-Mail: [DOC.RFP@ct.gov](mailto: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: March 5, 2026
- RFP Conference: Not Applicable
- Letter of Intent Due: March 19, 2026, 3:00PM
- Deadline for Questions: March 25, 2026, 3:00PM
- Answers Released: April 1, 2026
- Proposals Due: April 24, 2026, 3:00PM
- (\*) Proposer Selection: May 2026
- (\*) Start of Contract Negotiations: May 2026
- (\*) Start of Contract: June 1, 2026

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

- Total Funding Available: To Be Determined by State Budget Appropriations
- Number of Awards: 1
- Contract Cost: To be Determined
- Contract Term: To be Determined
- Funding Source: State Funds

**6. Eligibility.** Pursuant to C.G.S. § 4-70b, the Department must award purchase of service contracts to a municipality or a private provider organization. A private provider organization as defined in C.G.S. § 4-70b (5) means a non-state entity that is either a nonprofit or proprietary corporation or partnership which receives funds from the state, and may receive federal or other funds, to provide direct health or human services to agency clients.

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

**8. Letter of Intent.** A Letter of Intent (LOI) **IS** required by this RFP. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number, and e-mail address. It is the sender's responsibility to confirm the Agency's receipt of the LOI.

**Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.**

**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.

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-PREA-2026-MA**

The electronic copy of the **proposal must be compatible with Microsoft Office Word 2016 or Microsoft Office Excel 2016.**

Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than **25MB** as this reflects The Agency's server limitations. Respondents should work to ensure there are no additional IT limitations from the provider side.

**12. Multiple Proposals.** The submission of multiple proposals **IS NOT** an option for this procurement.

## II. PURPOSE OF RFP AND SCOPE OF SERVICES

### ■ A. AGENCY OVERVIEW, *which could include:*

The Department currently operates thirteen (13) correctional facilities throughout the state, with a current population of 11,049 incarcerated inmates, as of January 1, 2026.

In addition, the Department's Parole & Community Services Division supervises and provides support to approximately 2,538 offenders released to the community under the jurisdiction of both the Commissioner of Correction and the Board of Pardons & Paroles.

For more information regarding the Department's initiatives please visit the Department of Correction's website <https://portal.ct.gov/DOC>

The proposer awarded a contract as a result of this procurement will be required to adhere to the Department Agency Terms and Conditions, copies of which are available upon request to the Agency Official Contact of this Procurement.

### ■ B. PROGRAM OVERVIEW

The federal Prison Rape Elimination Act of 2003, 42 U.S.C. Section 15601 *et seq.* (PREA), seeks "To provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations, and funding to protect individuals from prison rape."

The CT Department of Correction is seeking proposals from qualified consulting firms or individuals to evaluate and strengthen the Agency's Prison Rape Elimination Act (PREA) and sexual abuse prevention and response procedures, with a specific focus on women's correctional facilities. The evaluation shall assess compliance with PREA standards and examine the effectiveness of hiring practices, evidence-based training, assessment, reporting, and response practices related to sexual abuse and sexual harassment.

The Agency seeks consulting services that apply gender-responsive, trauma-informed, and victim-centered approaches, while ensuring alignment with all applicable PREA standards and related federal and state requirements.

The objectives of this engagement are to:

- Evaluate departmental PREA and sexual assault prevention and response procedures related to hiring, training, supervision, investigations, and victim services.
- Assess compliance with PREA standards and identify gaps, risks, and vulnerabilities, particularly within women's correctional facilities.
- Evaluate the effectiveness of staff training, education, and preparedness to prevent and respond to sexual abuse.
- Assess whether hiring and screening practices reduce the risk of sexual abuse perpetration.
- Strengthen coordinated, multidisciplinary, and interagency responses to sexual abuse.
- Provide actionable recommendations to improve PREA compliance, culture, and sustainability.

### ■ C. SCOPE OF SERVICE DESCRIPTION

Private provider organizations (defined as nonstate entities that are either nonprofit or proprietary corporations or partnerships), state agencies, units of local government, and individuals are eligible to submit proposals in response to this RFP. The Department is prohibited from entering into a Personal Service Agreement (PSA) with a retired State employee. (See OLR, General Notice 2003-15: Reemployment of Retired Employees, April 9, 2003.)

To be eligible to submit a response to this Request for Proposals a proposer must have the following minimum qualifications:

- Employment or subcontracting of DOJ-certified PREA auditors (Office of Justice Programs).
- Experience conducting PREA audits, evaluations, or technical assistance in women's correctional facilities.
- Expertise in hiring practices, training evaluation, and program assessment within correctional settings.
- Experience applying trauma-informed and gender-responsive approaches.

## 1. Organizational Expectations

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

## 2. Service Expectations

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

### (a) PREA Compliance Audits and Program Assessments

The consultant shall:

- Conduct audits and structured assessments to evaluate departmental compliance with applicable PREA standards, including policies, procedures, and operational practices related to sexual abuse prevention and response.
- Assess whether departments are following required PREA protocols for:
  - Prevention and detection of sexual abuse and sexual harassment
  - Reporting and response procedures
  - Investigations and documentation
  - Protection from retaliation
  - Monitoring, data collection, and corrective actions
- Audits and assessments may be conducted for formal compliance evaluation and/or PREA audit readiness, as specified by the Agency.

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### (b) Hiring and Screening Process Evaluation

The consultant shall:

- Evaluate hiring, background screening, promotion, and disciplinary processes to ensure alignment with PREA standards.
- Assess whether screening practices:
  - Identify candidates who may pose a risk of perpetrating sexual abuse
  - Include appropriate criminal background checks, reference checks, and disciplinary history reviews
- Comply with PREA requirements related to hiring and promotion decisions
- Provide recommendations to strengthen hiring practices and reduce risk in women's correctional facilities.

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**(c) Training, Education, and Staff Preparedness**

The consultant shall:

- Provide and/or evaluate training for correctional staff, supervisors, contractors, volunteers, and service providers assigned to women's facilities.
- Assess training programs to ensure staff are:
- Adequately trained on PREA standards and agency policies regarding the supervision of the female offenders.
- Equipped to prevent, detect, and properly respond to sexual abuse
- Trained in trauma-informed, gender-responsive, and victim-centered practices
- Evaluate training frequency, documentation, delivery methods, and knowledge retention.
- Provide recommendations and technical assistance to improve training effectiveness and sustainability.

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**(d) Program Effectiveness Assessments and Data Review**

The consultant shall:

- Implement assessments to evaluate the effectiveness of the Agency's PREA and sexual assault procedures.
- Review and assessment of:
  - a) Data collection methods and accuracy
  - b) Incident tracking and trend analysis
  - c) Reporting requirements and compliance
  - d) Corrective action plans and outcomes
  - e) Identify systemic issues and opportunities for continuous quality improvement.

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**e) Coordinated Response Plan Development**

The consultant shall:

- Develop and/or evaluate a coordinated response plan that integrates the requirements of multiple PREA standards into a single, comprehensive document.
- Ensure the coordinated response plan:
  - Clearly defines roles and responsibilities
  - Reflects a multidisciplinary and interagency team approach
  - Includes custody, medical, mental health, investigations, victim advocacy, and external partners
  - Promotes specialized, trauma-informed, and victim-centered services for women in custody
  - Provide guidance on implementation, training, and sustainability of the coordinated response plan.

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**(f) On-Site and Remote Activities**

Services may include:

- On-site facility audits and assessments
- Confidential interviews with staff and women in custody
- Focus groups and observations
- Remote document review and virtual technical assistance
- All activities must be conducted in a manner that prioritizes safety, confidentiality, and dignity.

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At the Agency's discretion, additional services may include:

- Ongoing technical assistance and coaching
- Policy development or revision
- Mock audits and readiness simulations
- Follow-up evaluations

### 3. Staffing Expectations

Proposals must describe the staff categories to be assigned to this project, including the extent to which such staff have the appropriate training and experience to perform assigned duties. The proposal must identify the number and type of all staff positions that will be assigned to this project, including but not limited to a Project Manager. The Project Manager's responsibilities shall include but not be limited to day-to-day oversight, 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.

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

### 4. Data and Technology Expectations

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

- a. The proposal must describe the proposer's ability to access the Internet, send and receive secure outside e-mail, view PDF documents, and create correspondence and reports.
- b. *Confidentiality Requirements.* Through performance of facility audits, the contractor will be privy to confidential information that can potentially compromise the safety and security of the public, Department staff, incarcerated individuals, and/or staff and residents of Department-contracted community confinement facilities. The contractor shall respect the confidentiality of all Department staff, incarcerated individuals, and staff and residents of Department-contracted community confinement facilities, as well as adhere to the Department's confidentiality requirements regarding receipt and dissemination of information that has the potential of compromising the Department's safety and security. Whenever practical, data, information, and documents shall be provided to the contractor electronically. The contractor shall not store hardcopy data of any kind; all data shall be stored electronically, in accordance with State and federal guidelines for storage of confidential information and personal health information, and encryption guidelines. The proposal must describe the proposer's ability to comply with these requirements.

### 5. Financial Expectations

Proposers must submit cover letters from their auditor for the last 3 annual audits of their agency and a copy of their most recent financial audit, included in Section H of the proposal. If less than 3 audits were conducted, details must be provided as to why, and any supporting documentation assuring the financial efficacy of the agency should be included (e.g., an accountant-prepared financial statement, a tax return).

If the 3 most recent audits are available via the Office of Policy and Management's EARS system, such may be noted in the proposal. A hard copy of the audit cover letters and the last audit should not be included in the proposal.

## 6. Budget Expectations

Proposals must contain an itemized budget on the budget form included as Form #3. in Section VII, pages 31 of this RFP. All startup costs must be clearly identified as (one) 1-line item in the budget.

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

All other funding, including applicant agency, financial support, and income from other sources must be identified.

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

## ■ D. PERFORMANCE MEASURES

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

The consultant shall provide a comprehensive written evaluation report detailing:

- Audit and assessment methodology
- Findings by PREA standard and functional area
- Strengths, gaps, and risks specific to women's facilities
- Prioritized recommendations
- A corrective action and improvement roadmap.
- A coordinated response plan document (if requested).
- Executive-level presentations to Agency leadership.

## ■ E. CONTRACT MANAGEMENT/DATA REPORTING

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

## 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, not exceeding **2** pages, of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP.
- 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.*****

The proposals submitted must conform to the following specifications:

- Paper Size: 8 ½ x 11 (letter-sized)
- Page Limit: 25 pages (not including the cover sheet, table of contents or attachments)
- Font Size: 12-point
- Font Type: Times New Roman
- Margins: Normal (1 inch)
- Line Spacing: Single Space

- 7. Pagination.** The proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.
- 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 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.
- 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 this 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 (**20**)
  - Scope of Services (**20**)
  - Staffing Plan (**10**)
  - Data and Technology (**10**)
  - Work Plan (**20**)
  - Financial Profile (**5**)
  - Cultural Competence (**5**)
  - Budget and Budget Narrative (**10**)

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**

- 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-H are defined more specifically below.*

The Cover Sheet is Page 1 of the proposal. Proposers must use the Cover Sheet form provided by the Agency in Section VI Appendix which captures the following information:

- RFP Name or Number:

- Legal Name:
- FEIN (not required for currently contracted providers/vendors):
- Street Address:
- Town/City/State/Zip:
- Telephone Number:
- Contact Person:
- Title:
- Telephone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Telephone Number:
- E-mail Address:
- 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**

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

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

**\*\*\*Please note the maximum total page length for this section is 25** (all appendices and other attachments should be referred to in section D and then placed in section E. The Agency Review Committee will not read answers longer than 25 pages in this section.

1. Organization Profile and History: Provide a general overview of your organization including its history and prior experiences engaging with relevant key stakeholders, possible areas of inquiry may include, but are not limited to:

- a. Purpose, Mission, Vision, Values . . . . .
- b. Entity Type / 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 . . . . .

2. Scope of Services

- a. PREA Compliance Audits and Program Assessments. . . . .

- b. *Hiring and Screening Evaluation* . . . . .
- c. *Service Capacity / Delivery Plan / Systems / Processes.* . . . . .
- d. *Quality Assurance Protocols* . . . . .
- e. *Administrative Support* . . . . .

3. Staffing Plan

Proposals must include a proposed staffing plan for the services requested in the RFP. Possible areas of inquiry may include, but are not limited, to the following:

- a. *Key Personnel / Managers* . . . . .
- b. *Staffing Levels & Qualifications* . . . . .
- c. *Job Descriptions* . . . . .
- d. *Personnel Organization Chart (if applicable)* . . . . .
- e. *Staff Training / Education / Development* . . . . .

4. Data and Technology

Proposers must demonstrate sufficient capacity to collect and manage Department-required data. Possible areas of inquiry may include, but are not limited, to the following:

- 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. *Confidentiality Requirement* . . . . .

5. Subcontractors, if applicable

If the RFP includes the use of any subcontractors for the provision or delivery of a service, the purpose of this subsection is to gather information about the administrative and operational capabilities of each such subcontractor. Possible areas of inquiry may include, but are not limited, to the following:

- 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* . . . . .

6. Work Plan

Proposers must explain the tasks, participants, time estimates, and schedule for providing the purchased service. Possible areas of inquiry may include, but are not limited, to the following:

- a. *Start Date.* . . . . .
- b. *Timetable / Audit Schedule* . . . . .
- c. *Tasks, Deliverables* . . . . .
- d. *Methodologies.* . . . . .
- e. *Performance Measures* . . . . .

7. Financial Profile

The Proposer must provide information about their fiscal stability, accounting and financial reporting systems, or relevant business practices. Possible areas of inquiry may include, but are not limited, to the following:

- a. *Financial Statements* . . . . .
- b. *Balance Sheet*. . . . .
- c. *Income Statement*. . . . .

8. Cost Competitiveness and Budget Narrative

The purpose of this subsection is to gather information about how the proposer developed the proposed budget and cost allocations. Possible areas of inquiry may include, but are not limited, to the following:

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

9. Forms

- **Form #1:** Cover Sheet . . . . .
- **Form #2:** Statement of Assurances . . . . .
- **Form #3:** Budget . . . . .
- **Form #4:** Letter of Intent . . . . .

**E: Attachments**

Attachments other than the required attachments identified are not permitted and will not be evaluated. See the Proposal Checklist in Appendix C 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.

*The purpose of this subsection is to gather any other additional information that the Department needs to evaluate the proposer.:*

- a. Relevant Memorandum of Agreement . . . . .
- b. References: If the proposer does not currently, or has not in the past 3 years, provided contracted services to the Department, at least two reference letters **must be** included in the proposal to support the description of your experience in providing these services. Letter must include applicant agency’s name, contact name, mailing address, phone number and email address of the writer. Letter must also include the nature of the writer’s relationship with the proposer and the extent of the proposer’s provision of services to the writer. This is **NOT** a Letter of Support. The writer must be able to detail a prior relationship of services provided.
- c. Cover Letters from Previous 3 Audits . . . . .
- d. 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 **Form #2**

## **V. MANDATORY PROVISIONS**

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

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

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

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

**Note:**

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

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

## ■ B. ASSURANCES

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

- 1. Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Agency may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.
- 3. Competitors.** The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
- 4. Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Agency may include the proposal, by reference or otherwise, into any contract with the successful proposer.
- 5. Press Releases.** The proposer agrees to obtain prior written consent and approval of the Agency for press releases that relate in any manner to this RFP or any resultant contract.

## ■ C. TERMS AND CONDITIONS

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

- 1. Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
- 2. Preparation Expenses.** Neither the State nor the Agency shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
- 3. Exclusion of Taxes.** The Agency is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.

- 4. Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
- 5. Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Agency may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Agency, and at the proposer's expense.
- 6. Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Agency. The Agency may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Agency. At its sole discretion, the Agency may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
- 7. Presentation of Supporting Evidence.** If requested by the Agency, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Agency may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Agency may also check or contact any reference provided by the proposer.
- 8. RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Agency or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Agency and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Agency and, if required, by the Attorney General's Office.

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

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

- 1. Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Agency.
- 2. Amending or Canceling RFP.** The Agency reserves the right to amend or cancel this RFP on any date and at any time, if the Agency deems it to be necessary, appropriate, or otherwise in the best interests of the State.
- 3. No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Agency may reopen the procurement process, if it is determined to be in the best interests of the State.
- 4. Award and Rejection of Proposals.** The Agency reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the

State will be served. The Agency reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.

- 5. Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.
- 6. Contract Negotiation.** The Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Agency further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Agency may seek Best and Final Offers (BFO) on cost from proposers. The Agency may set parameters on any BFOs received.
- 7. Clerical Errors in Award.** The Agency reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.
- 8. Key Personnel.** When the Agency is the sole funder of a purchased service, the Agency reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Agency also reserves the right to approve replacements for key personnel who have terminated employment. The Agency further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Agency.

## ■ E. STATUTORY AND REGULATORY COMPLIANCE

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

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

that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.

- 3. Consulting Agreements, C.G.S. § 4a-81. Consulting Agreements Representation, C.G.S. § 4a-81.** Pursuant to C.G.S. §§ 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.
- 4. Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at [https://seec.ct.gov/Portal/data/forms/ContrForms/seec\\_form\\_11\\_notice\\_only.pdf](https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf)
- 5. Gifts, C.G.S. § 4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order No. 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:
- (1) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi- public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;
- (2) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and
- (3) That the Contractor is submitting bids or proposals without fraud or collusion with any person. Any bidder or proposer that does not agree to the representations required under this section shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.

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

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

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

## VI. APPENDIX

### A. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
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)
POS	Purchase of Service
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 health or human service as part of a POS contract with the Agency as a result of this RFP

**B. STATEMENT OF ASSURANCES**

**(To be returned to the Official Contact – please return form in Section VII. Attachments)**

Connecticut Department of Correction

The undersigned Respondent affirms and declares that:

**1) General**

- a. This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.
- b. The Respondent will deliver services to the Agency the cost proposed in the RFP and within the timeframes therein.
- c. The Respondent will seek prior approval from the Agency before making any changes to the location of services.
- d. Neither the Respondent or any official of the organization nor any subcontractor the Respondent or any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.
- e. Neither the Respondent or any official of the organization nor any subcontractor to the Respondent or any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

Legal Name of Organization:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

## 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 details. It is the responsibility of each respondent to ensure that all required documents, forms, and attachments, are submitted in a timely manner.

### **Key Dates**

<b>Procurement Timetable</b>		
The Agency reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	RFP Released:	March 5, 2026
2	Letter of Intent Due:	March 19, 2026, 3:00PM
3	Deadline for Questions:	March 25, 2026, 3:00PM
4	Answers Released:	April 1, 2026
5	Proposals Due:	April 24, 2026, 3:00PM
6	Contract Start Date:	June 1, 2026

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

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

### **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 referral partners
  - Copies of applicant-created and/or evidence-based model intake, eligibility, enrollment, and assessment forms

- Written financial policies and procedures
- IRS Determination Letter** (for nonprofit proposers)
- Two years of most recent annual audited financial statements; OR any financial statements prepared by a Certified Public Accountant** for proposers whose organizations have been incorporated for less than two years.
- 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)?

**VII. ATTACHMENTS**

Form #1



**REQUEST FOR PROPOSALS  
RFP # DOC-PREA-2026-MA  
Department of Correction  
March 2026**

**Proposal Cover Sheet**

**Proposer:**

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

\$

Total Cost

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

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

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

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

Signature

Form #2



**REQUEST FOR PROPOSALS  
RFP # DOC-PREA-2026-MA  
Department of Correction  
March 2026**

**Statement of Assurances  
STATEMENT OF ASSURANCES**

CT Department of Correction

The undersigned Respondent affirms and declares that:

**2) General**

- f. This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.
- g. The Respondent will deliver services to the Department the cost proposed in the RFP and within the timeframes therein.
- h. The Respondent will seek prior approval from the Department before making any changes to the location of services.
- i. Neither the Respondent or any official of the organization nor any subcontractor, the Respondent or any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.
- j. Neither the Respondent or any official of the organization nor any subcontractor to the Respondent or any official of the subcontractor’s organization has received any notices of debarment or suspension from contracting with other states within the United States.

Legal Name of Organization:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date



**REQUEST FOR PROPOSALS  
RFP # DOC-PREA-2026-MA  
Department of Correction  
March 2026**

**Proposed Budget**

\_\_\_\_\_  
PROVIDER NAME

\_\_\_\_\_  
PROPOSED PROGRAM

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

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



**REQUEST FOR PROPOSALS  
RFP DOC-PREA- 2026-MA  
Department of Correction  
March 2026**

**Letter of Intent**

Return to:

Maria Antoniou, Grant & Contract Specialist  
Department of Correction  
[DOC.RFP@ct.gov](mailto:DOC.RFP@ct.gov) (E-mail)

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

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

**Prospective Proposer:**

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

**Contact Person:**

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

**Person Authorized to Sign Contract:**

Name	Title
Signature	Date