

LEGAL NOTICE

Request for Proposals (RFP) for Services

The State of Connecticut, Department of Housing, is seeking proposals for consulting services associated with the completion of the federal 2025-2029 Consolidated Plan for Housing and Community Development.

The intent of the request is to identify individuals or firms with the necessary expertise to provide statewide planning and related services within a stated timeframe.

The RFP is available online at: <https://portal.ct.gov/DOH/DOH/Housing/Funding-Opportunities> or from Conor Quinlan, Department of Housing, Office of Policy Research and Housing Support, 505 Hudson Street, Hartford, Connecticut 06106-7106. E-mail: Conor.Quinlan@ct.gov Telephone (860) 270-8054. Deadline for response submissions is 4:00pm EST, Wednesday, March 27, 2024.

REQUEST FOR PROPOSALS (RFP) BY
THE STATE OF CONNECTICUT
DEPARTMENT OF HOUSING (DOH)
2025-2029 CONSOLIDATED PLAN

I. BACKGROUND

PURPOSE OF RFP

The State of Connecticut, through the Department of Housing (hereinafter DOH, Agency or State), is seeking a consultant to develop the 2025-2029 Consolidated Plan, in accordance with 8-37t of the Connecticut General Statutes (CGS) and 24 CFR Part 91.

PROJECT BACKGROUND

The Consolidated Plan, or ConPlan, is a five-year strategic document that describes the housing needs of low and moderate-income residents in Connecticut; examines the housing market in the state; outlines strategies for addressing various housing needs; and lists all resources available to implement such strategies. It also outlines housing-related goals and objectives and the measures for achieving these goals and objectives. Additionally, the ConPlan advances a unified vision for the state and establishes long-term strategies and short-term action steps to meet priority needs. Included in the ConPlan are the following sections (described in further detail under “Scope of Services”): an Executive Summary; The Process; The Needs Assessment; The Market Analysis; The Strategic Plan; and The Annual Action Plan.

Crucially, The ConPlan also serves as the means to meet the submission requirements for HUD’s formula grant programs. The programs include the Small Cities Community Development Block Grant Program (“SC/CDBG”), the HOME Investment Partnership Program (“HOME”), the Emergency Solutions Grant Program (“ESG”), the Housing Opportunities for Persons with AIDS Program (“HOPWA”) and the National Housing Trust Fund (“NHTF”).

The State of Connecticut seeks a consultant to lead all parts of the Consolidated Plan process, including (but not limited to) the facilitation of ongoing community participation; the collection and accessing of all relevant data—including data from The Department of Housing and Urban Development’s (HUD) Comprehensive Housing Affordability Strategy (CHAS) and the American Community Survey (ACS); the collection of input from agencies, organizations and citizens; and entering the necessary information and narratives into the Integrated Disbursement and Information System (IDIS).

The consultant must be familiar with HUD’s Consolidated Plan and Housing Element requirements and must have a demonstrated capacity to perform the tasks necessary to complete the project. The specific requirements for the Consolidated Plan can be found in the Code of Federal Regulations, Title 24 Section 91, et. Seq. (24 CFR 91) and guidance for preparing a Consolidated Plan submission can be found at: www.hud.gov

The period of this Consolidated Plan is July 1, 2025 through June 30, 2030. The Consolidated

Plan must meet all requirements of the Federal regulations and must follow the HUD guidance for the EConPlanning Suite. This is a firm deadline project document. DOH must have a completed document submitted to HUD no later than May 1, 2025. This date is contingent on a timely approved budget through Congress.

All activities conducted by the consultant are in consultation with, and under direct supervision of DOH planning staff, and subject to the approval of the DOH commissioner.

SCOPE OF SERVICES

A. Scope of Services:

1. Background Review, Community Engagement, and Set-up (Organizational Tasks)

- a. Set up an account in IDIS and verify (and modify, if necessary) grantee information and grantee's program contacts.
- b. Prepare a timeline for project milestones including proposed community meetings and stakeholder's interviews. This timeline will be made available to the public to explain the process.
- c. Review and summarize the relevant housing data, including data from HUD's CHAS (prepopulated in IDIS). Review and summarize any other local, regional or statewide housing data necessary for the process.
- d. Update DOH's Citizen Participation Plan and facilitate the process of engaging stakeholders. Coordinate pre- and post-plan meetings with relevant state agencies, organizations and other community members, with the purpose of first seeking input prior to drafting the ConPlan and, later, soliciting public comment on a draft version of the plan.
- e. Maintain ongoing communication, as necessary, with community members.
- f. Record and summarize public comments and meeting notes.
- g. Complete a Quality Check that can be used to review the plan for missing information and discrepancies before submitting the final version to HUD.
- h. Make any corrections/revisions required by HUD in response to the final submission to HUD.

2. The Executive Summary

- a. Draft the introduction portion of the Executive Summary, which provides background on the Consolidated Plan and outlines the State's long-term vision.
- b. Provide a summary of the objectives and outcomes identified later in the Plan's Needs Assessment Overview.
- c. Evaluate Connecticut's past performance in administering HUD's formula grant programs.
- d. Summarize the citizen participation and consultation process. Include specifics on meeting dates, the types of meetings and how the DOH conducted public outreach.
- e. Include a summary of public comments and a summary of comments not accepted with the reasons for not accepting them.
- f. Provide a final summary that identifies goals, issues and resources and how they conform to the State's Conservation and Development (C&D) plan.

3. The Process

- a. Describe the agency responsible for preparing the Consolidated Plan and administering the HUD grant programs, including the Consolidated Plan public contact. Provide a

- narrative of the state's role in administering these programs.
- b. Describe the consultation process. Include a summary of the state's activities to enhance coordination between housing providers and health service agencies. Include a description of the coordination between the Continuum(s) of Care and efforts to address the needs of persons experience homelessness or at risk of experiencing homelessness. Describe the consultation with the Continuum(s) of Care that helps the state determine how to allocate ESG funds and develop policies for the administration of the Homeless Management Information System (HMIS).
 - c. Describe the Citizen Participation process including the agencies, groups, organizations and others who participated in the process. Describe the cooperation and coordination among state and units of local government. Provide a narrative outlining the state's role in this process including specific modes of outreach and efforts made to broaden citizen participation. Explain how citizen participation impacted the goal setting. Provide a summary of citizen comments or views received on the plan and explain any comments not accepted and reasons why these comments were not accepted.

4. Needs Assessment

- a. Provide a Needs Assessment overview.
- b. Summarize Connecticut's Housing needs. Include data from CHAS and the American Community Survey (ACS) that provides demographics related to housing needs, total households, households with housing problems, cost-burdened households and overcrowded households. Describe the number and type of single person households in need of housing assistance. Estimate the number and type of disabled families or victims of domestic or dating violence that are in need of housing assistance. Identify the most common housing problems and the populations/household types most affected by these problems. Describe the characteristics and needs of low-income individuals and families who are unsheltered or at risk of becoming unsheltered. Specify the housing characteristics linked to housing instability. Include a general discussion of the data's implications.
- c. Discuss the prevalence of housing problems among different racial/ethnic groups. Include CHAS data that breaks down housing problems according to Area Median Income (AMI) and race/ethnicity.
- d. Discuss the prevalence of severe housing problems among different racial/ethnic groups. Include CHAS data that breaks down housing problems according to AMI and race/ethnicity.
- e. Discuss the disproportionately greater needs of any racial/ethnic group within an income group (as compared to another income group).
- f. Include data and information on public housing in the state by program type. Provide the demographics of residents by program type.
- g. Include a Homeless Needs Assessment. Provide and summarize the relevant data, including the Point-in-Time count (PIT) and a background on that process. Describe the categories for each homeless population type. Estimate the number and types of families in need of housing assistance. Describe the nature and extent of homelessness within different populations, such as racial/ethnic groups and unsheltered/sheltered homelessness. Discuss HMIS and PIT data generally and include the implications of this data.
- h. Include a Non-Homeless Special Needs Assessment, including a description of special needs populations in the state. Identify the housing and supportive needs services of these populations. Provide information on the size and characteristics of the population with HIV/AIDs. Include a general discussion of the State's role in facilitating services to the non-homeless special needs community.
- i. Describe the State's needs for non-housing community development, public facilities,

improvements and services. Explain how the State determined these needs.

5. Market Analysis

- a. Include a general overview of the housing market in Connecticut and DOH's role in facilitating affordable housing.
- b. Provide data on the number of housing units in the State. Describe the number of units assisted with federal, state and local programs. Provide an assessment of units expected to be lost from the affordable housing inventory for any reason. Describe the need for specific types of housing and discuss the means by which the state can achieve these needs.
- c. Provide CHAS and ACS data on the cost of housing and housing affordability. Explain the relationship between the cost of housing and the housing supply, especially in how it impacts low-income households. Compare HOME rents to Fair Market Rents (FMRs) and AMIs. Discuss the implications of the cost of housing in the state.
- d. Provide ACS and CHAS data on the condition of housing in the state. Describe the need for different types of housing stock. Include information on units with lead-based paint hazards occupied by low/moderate income families. Include a general discussion on the condition of housing stock and its implications for lower income earners.
- e. Provide data on the number of public and assisted housing by type. Describe the physical condition and restoration needs of these units, as well as the strategy for improving living conditions for low- and moderate-income families residing in public housing. Discuss the strategies the Department will take to preserve, replace and/or increase the quality of public housing in the state.
- f. Include an overview on the homeless facilities in the state. Describe the services and programs targeted to the homeless population. List services and facilities that meet the needs of chronically homeless individuals, families, families with children, and veterans, and explain how these facilities and services address the needs of these target populations.
- g. Outline the facilities and services that assist non-homeless individuals who require supportive housing and services. Describe programs available to provide supportive housing to those returning from mental and physical health institutions. Specify the activities that the State will undertake to address the housing and supportive services for non-homeless individuals requiring special needs.
- h. Identify the barriers to affordable housing and its effects on socioeconomic and/or racial groups. Describe how public policy has impacted the housing market and investment in affordable housing.
- i. Outline non-housing community development assets. Provide an economic market analysis on business activity, labor force, travel time for workers and education. Identify the major employment centers within in the state. Describe the workforce and infrastructure needs of business in the state, as well as any major changes that (might) have affected economic growth during the planning period. Explain how skills and education of the workforce correspond to employment opportunities. Describe the current workforce training initiatives and how they support the state's Consolidated Plan. Discuss the state's current economic landscape.

- j. Discuss the relationship between the market analysis and housing needs. Identify any areas where there exists a concentration of households with housing problems, a concentration of low-income racial/ethnic groups and the characteristics of the market in these areas. Include relevant community assets and/or strategic opportunities for these neighborhoods.
- k. Describe the need for broadband connection for households, especially low- and moderate-income households. Describe the need for increased competition in these areas.
- l. Discuss the increased natural hazard risks associated with climate change. Describe the vulnerability to these risks of low- and moderate-income households.

6. The Strategic Plan

- a. Include a general overview of the State's housing vision and values.
- b. Describe the State's geographic priorities regarding federal grant funding.
- c. Provide a summary of the State's priority needs.
- d. Describe the influence of market conditions on various housing types.
- e. Estimate the State's anticipated resources. Explain how the State will leverage those funds with additional resources. Discuss the strategy in how to allocate these funds.
- f. Explain the institutional delivery structure through which the jurisdiction will carry out its Consolidated Plan, including private industry, non-profit organizations and public institutions. Assess any strengths and gaps in this delivery system. Describe the availability of services targeted to homeless persons and persons with HIV and mainstream services. Describe the extent to which these services are made available to targeted populations. Outline the strengths of, and any gaps within, the delivery system of these services to their targeted populations. Provide a summary of the strategy for overcoming gaps in this delivery system.
- g. Provide a summary of goals for the five-year plan. Describe these goals. Estimate the number of extremely low-income, low-income and moderate-income families to whom the State will provide affordable housing (as defined by HOME).
- h. Describe the need to increase the number of accessible units (if required by a Section 504 Voluntary Compliance Agreement). Describe the activities to increase resident involvement.
- i. Outline the barriers to affordable housing in the state and the strategy to remove or ameliorate these barriers.
- j. Provide an overview of the State's homelessness strategy, including an assessment of the various ways in which the State addresses the needs of homeless and unsheltered individuals and families.
- k. Provide an overview of the lead-based paint (LBP) hazards in the state, as well as the State's actions to address these hazards. Explain how the State will integrate these actions into housing policies and procedures.
- l. Outline the state's anti-poverty strategy, including goals, programs, and policies for reducing the number of families in poverty. Explain how these goals, programs and policies are addressed in the ConPlan.
- m. Describe the standards and procedures that the State will use to monitor activities carried out in furtherance of the consolidated plan.

7. Action Plan

- a. Provide an overview of expected resources for the first annual Action Plan, including the program name, the source of funds, the uses of funds, the expected annual allocation, program income (if any), and the expected amount available for the remainder of the ConPlan period. Explain how the State will use other sources to leverage federal funding. Discuss how the State plans to use this expected funding.
- b. Provide a summary of Action Plan goals. List the goal, the start and end dates for that goal, the category (eg, affordable housing, homeless, non-housing community development, etc), the geographic area (if applicable), the needs addressed, the funding and the goal outcome indicator. Provide narratives describing these goals wherever necessary.
- c. Identify allocation priorities. Explain the reasoning behind allocation priorities and how the proposed distribution of funds will address the priority needs and objectives described in the ConPlan.
- d. Outline the methods of distributing funding. Provide narratives describing these processes.
- e. Provide information on Section 108 Loan Guarantees. Explain the guidelines for assisting non-entitlement municipalities in applying for these funds.
- f. Outline the State's community revitalization strategies. Describe the State's process and criteria for approving local government revitalization strategies.
- g. Describe the geographic areas where the State will allocate assistance. Explain the rationale for directing investments geographically.
- h. Outline the State's affordable housing strategies and values. Identify one-year goals related to affordable housing and explain how the State will meet them. Discuss the annual action plans affordable housing objectives.
- i. Provide an overview of the State's public housing goals. Explain the actions planned to address the needs of public housing.
- j. Describe the State's homeless and other special needs activities. Describe the one-year goals and actions for reducing homelessness. Discuss the emergency shelter and transitional housing needs and how the State will help homeless, unsheltered and other at-risk communities (e.g. those exiting corrections programs or foster care) either make the transition to permanent housing or prevent their homelessness at the outset. Discuss the strategies, funding and programs the State will use to target these issues.
- k. Outline the State's HOPWA goals.
- l. Identify the barriers to affordable housing and the actions the State plans on taking to remove or ameliorate these barriers. Discuss the general strategies for addressing those barriers.
- m. Include other actions the State plans on taking to address obstacles and meet underserved needs. Identify actions planned to reduce lead-based paint hazards; to reduce the number of poverty-level families; to develop an institutional structure to assist vulnerable communities and achieve other goals; and to enhance coordination between public and private housing and social service agencies. Discuss, more generally, the ways in which the State will address these state-wide problems.
- n. Include the specific requirements for all programs, including CDBG, HOME and ESG, HTF

8. Other Tasks

- a. Complete any other tasks not outlined in the Scope of Services necessary for the successful submission of the 2025-2029 Consolidated Plan.
- b. All work must be consistent with the regulations set forth in 24 CFR Part 91

B. DELIVERABLES:

- 1. A completed Consolidated Plan, including these stand-alone components:
 - a. Executive Summary
 - b. Needs Assessment
 - c. Market Analysis
 - d. Five Year Plan
 - e. Annual Action Plan
- 2. Summaries of meeting notes between relevant agencies, organizations and other stakeholders
- 3. A list of partner/public comments and DOH's Response, including an explanation why any comments were not incorporated into the Consolidated Plan
- 4. Periodic status reports on the project's process.

C. DOH Support

In consultation with, and under the direction of DOH planning staff, the contractor shall coordinate all project meetings, including those with community members and other stakeholders.

DOH will facilitate access to data collected by state agencies, subject to all relevant state and federal laws and regulations governing privacy and confidentiality. The consultant shall work directly with the U.S. Department of Housing and Urban Development, U.S. Census, and any other relevant organization to obtain data collected or possessed by those entities required for the project. DOH will provide data and any other relevant information or services upon request.

Work for this project is expected to be conducted remotely and in person. Selected proposer shall coordinate office space, tools for virtual meetings and, if necessary, any tools for analysis and presentations.

EXPECTED CONTRACT PERIOD

The State anticipates that the successful proposer will commence work on or about April 19th, 2024, and continue through June 30, 2025) The contract may, upon mutual consent, be extended.

PROPOSER QUALIFICATIONS

Eligible proposers will be those consultants, companies, and/or entities which meet the following minimum qualifications: (1) demonstrated knowledge and experience in community engagement, planning, affordable housing, community development and other issues related to the field (such as homelessness supports and services and other special-needs programming); (2) adept understanding of 24 CFR Part 91, the Integrated Disbursement and Information System (IDIS)

and guidelines related to HUD's program requirements; (3) the staffing and technical knowledge required to execute a detailed, thorough and involved planning document; (4) Technical and analytical expertise associated with the analysis of the Comprehensive Housing Affordability Strategy (CHAS) and American Community Survey (ACS) and other needs-based data sources.

Proposals are due by 4:00pm EST, March 27, 2024. Proposals must be submitted in the format prescribed later in this RFP and must be received DOH no later than the deadline. Late submission(s) shall not be accepted.

II. RFP PROCEDURES

- A. **Official State Contact and Communications Notice.** DOH has designated the individual below as the Official State Contact for the purpose of this RFP. **The Official State Contact is the only authorized contact for this solicitation and, as such handles all related communications on behalf of the Agency. All communications with the State or any person representing the State concerning this RFP are strictly prohibited, except as permitted by this RFP. Any violation of this prohibition by proposers or their representatives may result in disqualification or other sanctions, or both.**
- Conor Quinlan
Office of Policy, Research and Housing Assistance
505 Hudson, Floor 2, Hartford, CT. 06106
Conor.Quinlan@ct.gov
- B. **Letter of Intent.** A Letter of Intent (LOI) is not required by this RFP.
- C. **Inquiry Procedures.** All questions regarding this RFP must be directed via e-mail to the Official State Contact before the deadline specified in the RFP timeline. Questions will not be accepted or answered verbally. DOH will not answer questions when the source is unknown or if questions are deemed unrelated to the RFP. If this RFP requires a Letter of Intent, DOH reserves the right to answer questions only from those who have submitted such a letter. All questions and answers will be compiled into a written amendment to this RFP and will be published to the State Contracting Portal and on DOH's RFP web page on the date specified in the RFP timeline. 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.
- D. **Proposers' RFP Conference.** A Proposers' RFP conference will not be held to answer questions from prospective proposers.
- E. **Resource Library.** There is no resource library for this RFP.
- F. **Proposals Due.** Proposals are due by 4:00pm EST, March 27, 2024
- G. **Minimum Submission Requirements.** Proposals must be (1) submitted before the deadline, (2) satisfy either the hardcopy packaging and labeling requirements, or the electronic submittal requirements, (3) follow the required format, (4) be complete and legible, (5) include all required forms and/or attachments, and (6) be duly executed by the Proposer's Authorized Official. Proposals that fail to meet these minimum submission requirements may be disqualified and not reviewed further.

- H. **Selection Committee.** A Selection Committee comprised of State staff or other designees as deemed appropriate will evaluate qualified proposals submitted in response to this RFP and recommend finalists for consideration. The Selection Committee shall evaluate all proposals that meet the Minimum Submission Requirements.

- I. **Meetings with Proposers.** At its discretion, the State may convene meetings with proposers in order to gain a fuller understanding of the proposals. The meetings may involve demonstrations, interviews, presentations, or site visits. If the State decides meetings are warranted, the Official State Contact will contact proposers to make an appointment. Any such meetings are tentatively scheduled on or around April 1st, 2024

- J. **Contractor Selection.** It is the State’s intention to notify the successful proposer by Wednesday, April 3rd, 2024, and to initiate this engagement as soon as possible thereafter.

- K. **Timeline.** The following timeline, up to and including the deadline for submitting proposals, shall be changed only by an amendment to this RFP. **Dates after the submittal deadline are target dates (*) only.**

February 15th, 2024	RFP Released
February 28th, 2024	Deadline for Questions
On or before March 1st, 2024	Written Answers to Questions
March 27th, 2024 (4:00pm)	Proposals Due
April 1 st , 2024*	Tentative Meetings
April 3rd, 2024*	Contractor Selection
April 5th, 2024*	Start of Contract Negotiations
April 19th, 2024*	Start of Contract

III. REQUIRED FORMAT AND SUBMISSION INSTRUCTIONS FOR PROPOSALS

All proposals must follow the required format and submission instructions, as well as address all requirements listed in the prescribed order using the prescribed numbering system in Sections 1 through 8 of Article IV. REQUIRED PROPOSAL CONTENT. Failure to follow the required format may result in disqualification of a proposal.

Proposals submitted in response to this RFP shall be submitted to the Official State Contact as follows:

One (1) conforming electronic copy of the proposal must be sent to the Official State contact at CT.HOUSING.PLANS@ct.gov with **“RFP Submittal: CT Department of Housing, Consolidated Plan: 2025-2029”** in the “Subject” line. If your ZIP file exceeds 10MB you will need to separate your submission into smaller ZIP files and send them in separate emails clearly identified, for example, 1 of 3, 2 of 3, 3 of 3. If submitting confidential information, such

confidential information must be separated and isolated from other material in the proposal and included in a separate document/file labeled “confidential RFP information”. The main proposal must be in Microsoft Word and/or Excel format. Required forms and/or required attachments may be scanned and submitted as PDFs. Respondents should ensure there are not additional IT limitations at the proposer’s end and should also ensure that any firewalls or email screening programs are set to allow receipt of emails from the Department of Housing. Original proposals that are not complete, legible, formatted as prescribed (including the email subject line format), dated and signed by the Proposer’s Authorized Official will be rejected.

In addition, a fully compiled copy of the proposal should be transmitted to the department on a flash drive or equivalent media. Flash drives, or equivalent media, should be sent to the Department of Housing, 505 Hudson, 2nd Floor, Hartford, CT, 06106.

For additional information on the submission of confidential information, please see “**Article IV. REQUIRED PROPOSAL CONTENT - Section 8 – REQUIRED ATTACHMENTS”- *Declaration of Confidential Information.***

- Paper Size: none specified
- Print Setup: none specified
- Font Size: none specified
- Font Type: none specified
- Line Spacing: none specified
- Margins: none specified
- Pagination: Proposer’s name must be displayed in the header of each page; all pages, including appendices, forms and/or required attachments must be numbered in the footer of each page.
- Maximum number of pages: 20 - Not including Section 1, Proposer Information; Section 2, Table of Contents; Section 4d, Financial Condition; Section 4e, References; Section 6b, Resumes of Key Personnel; Section 8a, Declaration of Confidential Information; Section 8b, Conflict of Interest Disclosure Statement; Section 8c, Statement of Assurances; and Section 8d, Required Forms.

DO NOT use material dependent on color distinctions, animated electronics, etc. in submissions.

DO NOT SUBMIT PROPOSALS THROUGH THE DAS CTSource CONTRACTING PORTAL. Proposals submitted through the CTSource Contracting Portal will not be accepted.

All submissions must be received by the due date and time as listed in the RFP timeline.

IV. REQUIRED PROPOSAL CONTENT

Section 1 – PROPOSER INFORMATION

The Proposer shall include a Cover Sheet as the first page of their proposal. The cover sheet shall include the following information:

- RFP Name
- Proposer’s Legal Name
- FEIN
- Street Address
- Town/City/State/Zip

- Proposer's Contact Person*
- Title
- Phone Number
- E-Mail Address
- Proposer's Authorized Official**
- Title
- Signature
- E-Mail Address

*Proposer's Contact Person. Contact person is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal.

**Proposer's Authorized Official. 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.

Section 2 – TABLE OF CONTENTS

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

Section 3 – EXECUTIVE SUMMARY

Proposals must include a high-level summary, not to exceed two (2) page(s), of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP.

Section 4 - INDIVIDUAL OR ORGANIZATIONAL PROFILE

- a. **Qualifications.** Describe how your experience, education and training, or special knowledge, skills or abilities meet the required minimum qualifications of this RFP.
- b. **Summary of Relevant Experience.** Provide a listing of projects that the proposer has completed within the last three (3) years in the subject area with emphasis on activities relevant and related to the proposed project. Additionally, please list any contracts in the last three (3) years between the proposer and any agency of the State of Connecticut.
- c. **Organization Chart.** If the proposer is a firm or corporation, provide a diagram showing the hierarchical structure of functions and positions within the organization.
- d. **Financial Condition.** If the proposer is a firm or corporation, include the two (2) most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA) (GAAP). If a proposer has been in business for less than two years,

such proposer must include any financial statements prepared by a Certified Public Accountant, and reviewed or audited in accordance with GAAP for the entire existence of such firm or corporation.

- e. **References.** Include three (3) letters of reference from recent clients. Provide the following information for each reference: name, title, name of company, company address, and telephone number.

Section 5- STATEMENT OF WORK

- a. **Work Plan.** Provide a detailed, task-oriented breakdown for each activity/task specified in the Scope of Services. Proposers wishing to add activities/tasks to those specified in the Scope of Services must show the additions as separately numbered activities/tasks.
- b. **Methodologies.** Describe how each activity/task will be accomplished, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes.
- c. **Deliverables.** List and describe the form and content of each deliverable (outcome). Include a description of the proposed method of working with the State, the resources or services requested of the State (if any), and the proposed method of receiving State approval of deliverables.
- d. **Schedule.** Include a proposed work schedule, by activity/task, indicating when each activity/task will be accomplished. Identify any significant milestones or deadlines. Include due dates for all deliverables.

Section 6 – PERSONNEL RESOURCES

- a. **Staffing Plan.** Identify the personnel resources that will be assigned to each activity/task delineated in the work plan above. State the proportion of time that personnel will allocate to each activity/task of the project. Include a job description for each title assigned to the personnel identified.
- b. **Key Personnel.** Identify the key personnel that will be assigned to this project. Attach resumes reflecting their qualifications and work experience in the subject area. [Note: The State must be notified in writing and in advance regarding the departure of any key personnel from the project.]

Section 7 - PROPOSED COST

Include a cost proposal using the required format below. Any fee proposals must be valid for the entire duration of the contract. *Note: The State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in the proposed cost.*

PROPOSED COST		
Item #	Item Description	Proposer Response Required
1	CT Department of Housing, Consolidated Plan: 2025-2029	\$ ENTER FIXED FEE TOTAL
2	Narrative and justification: Present a detailed cost narrative that explains the basis and rationale for the costs proposed for item 1.	proposer to affix document
3	Implementation timeline: Provide a cost breakdown per your proposed implementation timeline for your project, including pricing for each key milestone(s) related to the scope of work.	proposer to affix document
Signatory Information:		
	Submitted by: Enter Organization Name	
	Signature of Authorized Signatory:	
	Printed Name of Authorized Signatory:	
	Date Signed:	

Section 8 – REQUIRED ATTACHMENTS

- a. Declaration of Confidential Information.** Proposers are generally advised not to include in their proposals any confidential information because, as set forth in Article V, Section E, the State of Connecticut Freedom of Information Act (FOIA) typically requires disclosure of public records unless an exception or exemption applies. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. An example of an exemption is a “trade secret,” as defined by Connecticut General Statutes Section 1-210(b)(5)(A). Confidential information must be separated and isolated from other material in the proposal. Such confidential information must be clearly labeled and referenced back to the corresponding RFP section - - *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing written explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. Simply making a general claim will not suffice. 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).

For submittal instructions related to confidential information, please see:

“Article III. REQUIRED FORMAT AND SUBMISSION INSTRUCTIONS FOR PROPOSALS”

- b. *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. Examples of conflicts of interest, include, but are not limited to: proposer has an interest in other contracts that would interfere with proposer’s discharge of its duties and responsibilities under the resulting RFP contract with DOH; proposer is inappropriately using proprietary information, intellectual property of another company; proposer has made gifts prohibited by C.G.S. §§ 1-84(m) and 1-86e; or where there is an interest prohibited by C.G.S. § 1-85. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement.
- c. *Statement of Assurances.*** The Statement of Assurances form is included in the Appendix of this RFP. Place the completed form after the Conflict of Interest-Disclosure Statement in your proposal.
- d. *Required Forms/Certificates/Documents.*** Complete the following forms and include any other requested documentation that may pertain to your legal status:
 1. [Agency Vendor Form](#) (SP-26NB)
 2. W-9 available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 3. Contract Compliance Package: ([Notification to Bidders Form and Bidder Contract Compliance Monitoring Reports](#))
 4. [Campaign Contribution Certification \(OPM Form 1\)](#)
 5. IRS Determination letter (only required for nonprofit proposers)

Section 9 – ADDITIONAL INFORMATION

Provide any additional information which the proposer wishes to bring to the attention of the State that is relevant to this RFP.

Section 10 - EVALUATION OF PROPOSALS

The following criteria shall be those utilized in the selection process. They are presented as a guide for the proposer in understanding the State's requirements and expectations for this project and are not necessarily presented in order of importance.

- a. PROPOSED WORK PLAN.** Emphasis will be on grasp of the problems involved, soundness of approach and the quality of the overall proposal including the proposer’s ability to complete the activities/tasks and produce the necessary products/results/outcomes within the required time frame.
- b. PROPOSED COST.**

c. **EXPERIENCE, EXPERTISE, AND CAPABILITIES.** Background, qualifications, and previous experience of personnel to be assigned to the project and their demonstrated competence, experience and expertise in the type of work to be performed.

d. **REFERENCES.**

e. **DEMONSTRATED COMMITMENT TO AFFIRMATIVE ACTION:**

Regulations of Connecticut State Agencies Section 46a-68j-30(10) require an agency to consider the following factors when awarding a contract that is subject to contract compliance requirements:

- (a) the proposer's success in implementing an affirmative action plan;
- (b) the proposer's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the proposer's promise to develop and implement a successful affirmative action plan;
- (d) the proposer's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- (e) the proposer's promise to set aside a portion of the contract for legitimate minority business enterprises ([see Contract Compliance Package](#)).

V. MANDATORY PROVISIONS

■ **A. STANDARD CONTRACT PROVISIONS**

OPM's Standard Contract Provisions are contained within the [Personal Service Agreement \(PSA\) Boilerplate Contract Document](#), which is the contract document that must be executed once a contract is awarded.

■ **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 shall 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.** 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 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). 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.** Connecticut 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 if it has entered into any consulting agreements in connection with this resultant Contract. "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 in the RFP response 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.
- 5. Gifts, C.G.S. § 4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and 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. Large State Construction or Procurement Contract.** In accordance with section 1-101qq of the Connecticut General Statutes the State has provided to the Contractor the summary of State ethics laws ("[Contractors' Guide to the Code of Ethics](#)") developed by the Office of State Ethics pursuant to section 1-81b of the Connecticut General Statutes. The successful

contracting party shall certify that the chief executive officer or authorized signatory and all key employees of such officer or signatory have read and understood the summary and agree to comply with the provisions of state ethics law; shall prior to entering into a contract with any subcontractors or consultants, provide the summary to all subcontractors and consultants and each such contract entered into with a subcontractor or consultant on or after July 1, 2021, and shall include a representation that each subcontractor or consultant and the key employees of such subcontractor or consultant have read and understood the summary and agree to comply with the provisions of state ethics law. Failure to include such representations in such contracts with subcontractors or consultants shall be cause for termination of any resultant Contract. The successful contracting party shall include such summary by reference as a part of the contract terms in each contract with any subcontractor or consultant.

- 7. 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.
- 8. 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.
- 9. Access to Data for State Auditors.** The Contractor shall provide to DOH 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 DOH in a format prescribed by DOH and the State Auditors of Public Accounts at no additional cost.

VI. APPENDIX

A. DEFINITIONS

- *contractor*: an individual, a business entity, a private provider organization, CT State agency, or municipality that enters into a PSA contract with the Agency as a result of this RFP.
- *proposer*: an individual, a business entity, 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*: an individual, a business entity 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.

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B. STATEMENT OF ASSURANCES FORM

STATEMENT OF ASSURANCES

The undersigned Respondent affirms and declares that:

- a. The Respondent accepts OPM's Standard Contract Provisions, which are contained within the [Personal Service Agreement](#) (PSA) document.
- b. This proposal is executed and signed with full knowledge and acceptance of the RFP TERMS AND CONDITIONS stated in the RFP.
- c. The Respondent will deliver services to the Agency in accordance with the cost proposed in the RFP and within the timeframes therein.
- d. The Respondent will seek prior approval from the Agency before making any changes to the location of services, such as changes to the service area or elimination of a care or service delivery site. (*Only applicable to those contracts/agreements where specific care sites, service delivery sites, or service areas have been established as part of the contract.)
- e. Neither the Respondent, nor any official of the Respondent organization has received any notices of debarment or suspension from contracting with the State of CT, other states within the United States, or the Federal Government.
- f. None of the Respondent organization's subcontractors, or any officials of such subcontractors, has received any notices of debarment or suspension from contracting with the State of CT, other states within the United States, or the Federal Government.
- g. All contractors and potential state contractors (bidders/proposers/respondents to a solicitation) are subject to the provisions outlined in the [Contractors' Guide to the Code of Ethics](#). The Contractor, for itself and on behalf of all of its principals or key personnel who submits a bid or proposal, represents that such submission affirms the receipt of, understanding of and adherence to all provisions set forth in the Contractors' Guide to the Code of Ethics.
- h. 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 hereby represents, as part of this RFP response, that they have received the [State Elections Enforcement Commission's notice](#) advising state contractors of state campaign contribution and solicitation prohibitions, and that they shall inform their principals of the contents of the notice.

Legal Name of Organization:

Signature of Proposer's Authorized Official
(Authorized Signatory)

Date

Printed Name of Authorized Signatory

PROPOSAL CHECKLIST

This checklist is a tool to assist respondents in ensuring that they have included all required components within their response to this RFP. Please note that this document does not supersede what is stated in the RFP. Please refer to the Required Format and Submission Instructions for Proposals, Required Proposal Content, and Mandatory Provisions (Articles III, IV and V 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.

Proposal Content Checklist

Respondent has followed all instructions provided in Article III. Required Format and Submission Instructions for Proposals

Respondent has provided all responsive information as required in Article IV. Required Proposer Content:

- Sec. 1. Proposer Information – Cover Sheet
- Sec. 2. Table of Contents
- Sec. 3. Executive Summary
- Sec. 4. Individual or Organizational Profile
 - Qualifications
 - Summary of Relevant Experience
 - Organization Chart
 - Financial Condition
 - References
- Sec. 5. Statement of Work
 - Work Plan
 - Methodologies
 - Deliverables
 - Schedule
- Sec. 6. Personnel Resources
 - Staffing Plan
 - Key Personnel
- Sec. 7. Proposed Cost
- Sec. 8. Required Attachments
 - Declaration of Confidential Information
 - Conflict of Interest – Disclosure Statement
 - Statement of Assurances
 - Required Forms/Certificates/Documents:
 - [Agency Vendor Form](#) (SP-26NB)
 - W-9 available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - Contract Compliance Package: ([Notification to Bidders Form and Bidder Contract Compliance Monitoring Reports](#))
 - IRS Determination letter (only required for nonprofit proposers)
 - [Campaign Contribution Certification \(OPM Form 1\)](#)

IMPORTANT REMINDER:

- **Proposals submitted in response to this RFP shall be submitted to the Official State Contact as follows: Electronically in a ZIP file via email per instructions in ARTICLE III. REQUIRED FORMAT AND SUBMISSION INSTRUCTIONS FOR PROPOSALS, including transmittal of proposal on a flash drive or equivalent media.**

DO NOT SUBMIT PROPOSALS THROUGH THE DAS CTSOURCE CONTRACTING PORTAL. Proposals submitted through the CTSOURCE Contracting Portal will not be accepted.