**SECTION VII: Application Forms**

The following forms are also available in WORD Format for applicant use during the application period; the forms are available in a separate file that is posted in the same locations as the RFP.

**REQUEST FOR PROPOSAL COVER SHEET**

**State of Connecticut – Department of Public Health**

**DPH RFP # 2025-0906: Tobacco Control ProgramS**

**APPLICATION FOR COMPONENT # \_\_ -**

**Applicant Information Form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Name FEIN

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

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City/Town State Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. FAX No. Email Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Contact Person Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. Email Address

**TOTAL PROGRAM COST:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorizing Official: Date Typed Name and Title

-----------------------------------------------------------------------------------------------------------------------------------------------------The applicant agency is the agency or organization, which is legally and financially responsible and accountable for the use and disposition of any awarded funds.

Please provide the following information:

1. Full legal name of the organization or corporation as it appears on the corporate seal and as registered with the Secretary of State; Federal Employment Identification Number (FEIN).
2. Mailing address;
3. Main telephone number; Fax number, and email address;
4. Principal contact person for the application (person responsible for developing application), Title, Contact Information: Telephone, Email address;
5. Total program cost

The funding application and all required submittals must include the signature of an officer of the applicant agency who has the legal authority to bind the organization. The signature, typed name, and position of the authorized official of the applicant agency must be included as well as the date on which the application is signed.

**Applicant Information Form (continuation)**

*PLEASE LIST THE AGENCY CONTACT PERSONS RESPONSIBLE FOR COMPLETION AND SUBMITTAL OF:*

**Contract and Legal Documents/Forms:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Name** | **Title** | **Tel. No.** |
|  |  |  |
| **Street** | **Town** | **Zip Code** |
|  | |  |
| **Email** | | **Fax No.** |

**Program Progress Reports:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Name** | **Title** | **Tel. No.** |
|  |  |  |
| **Street** | **Town** | **Zip Code** |
|  | |  |
| **Email** | | **Fax No.** |

**Financial Expenditure Reporting Forms:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | |  | | |  |
| **Name** | | **Title** | | | **Tel. No.** |
|  | |  | | |  |
| **Street** | | **Town** | | | **Zip Code** |
|  | | | | |  |
| **Email** | | | | | **Fax No,** |
| **Incorporated: YES NO** | | | **Agency Fiscal Year:** | |  |
|  | | | | | |
| **Type of Agency:  Public  Private  Other, Explain:** | | | |  | |
|  | | | |  | |
| **Profit  Non-Profit** | | | |  | |
| **Federal Employer I.D. Number:** |  | | | **Town Code No:** |  |
| **Medicaid Provider Status: YES NO** | | | **Medicaid Number:** | |  |
| **Minority Business Enterprise (MBE): YES NO** | | | | | |
| **Women Business Enterprise (WBE): YES NO** | | | | | |

**Work Plan**

**(Make as many blank pages as needed, and form may be set up in either portrait or landscape mode)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Services to be Provided**  **(Provide specifics)** | **Activities**  **(Tasks/Deliverables)** | **Staff Position(s) Responsible**  **Target Population for This Activity** | **Expected Outcomes,**  **Measures of Success** | **Timeframe for Completion**  **(Include scheduled start and end dates)** |
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**Evaluation Plan Summary Sample Format**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Evaluation Question** | **Indicator/Performance Measure** | **Data Collection**  **Method** | **Data Source** | **Frequency** | **Responsibility** | **Comments** |
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**Evaluation Plan:  Logic Model Template**

**(Add as many boxes as needed to reflect the proposed program)**

**OUTCOMES:**

**Inputs Activities Outputs        Short Term**  **Intermediate**  **Long Term**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Shape** | **Shape**      **Shape**    **Shape**  **Shape** | **Shape**    **Shape**    **Shape**    **Shape** | **Shape**      **Shape**      **Shape**      **Shape** | **Shape**          **Shape**          **Shape** | **Shape**      **Shape**    **Shape** |

1. **BUDGET SUMMARY INSTRUCTIONS**
2. **Position Schedule #2a** (complete first)
   1. Complete the schedule for all positions to be funded, even if currently vacant.
   2. Complete one Position Schedule (#2a) for each Program/Fund to be included in the Budget.
3. **Personnel** (lines #1 - #2)
   1. Line #1 **Salary and Wages:** Enter the total salary to be charged, as listed on Position Schedule 2a.
   2. Line #2 **Fringe Benefits** Line: Enter the total fringe benefits to be charged, as listed on Position Schedule 2a.
4. Line #3 **Contractual (Subcontracts):**

Provide the total of all subcontracts and complete Subcontractor Schedule, Item C, below.

1. Lines #4 - 7: Complete categories as appropriate
2. Line #8: **Other Expenses**:

For any other types of expense that do not fit into the categories listed; provide details.

1. **Audit Costs**

The cost of audits made in accordance with OMB Circular A133 (Federal Single Audit) are allowable charges to Federal awards. The costs of State Single Audits (CGS 4-23 to 4-236) are allowable charges to State awards. Audit costs are allowable to the extent that they represent a pro-rata share of the cost of such audit.

Audit costs charged to Department of Public Health contracts **must be budgeted, reported and justified as an audit cost line item within the Administrative and General Cost category.**

1. Line Item #9: **Administrative and General Costs**

Are defined as those costs that have been incurred for the overall executive and administrative offices of the organization or other expenses of a general nature that do not relate solely to any major cost objective of the overall organization. Examples of A&G costs include salaries of executive directors, administrative & financial personnel, accounting, auditing, management information systems, proportional office costs such as building occupancy, telephone, equipment, and office supplies.

Please review the OPM website on Cost Standards for more information at:<https://portal.ct.gov/opm/fin-pos/standards/pos-cost-standards>

**Administrative and General Costs** must be itemized on the Budget Justification Schedule. Costs that have a separate line item in the Budget Summary may not be duplicated as an Administrative and General Cost. For example, if the Budget Summary includes an amount for telephone costs, this cannot also be included as an Administrative and General Cost.

**Cost Allocation Plans** must be submitted with applications that include budget line items for allocated Administrative and General costs.

1. **Other Program Income:** list any other program income, if appropriate, such as in-kind contributions, fees collected, or other funding sources and include brief explanation on the Budget Justification.
2. **Multiple Funding Periods**: Assume level funding for each of the three years for budgeting line items.

**Budget Instructions, Continued**

1. **Budget Justification Schedule B**
2. Please provide a brief explanation for each line item listed on the Budget Summary. This must include a detailed breakdown of the components that make up the line item and any calculation used to compute the amount.

|  |  |  |
| --- | --- | --- |
| **Line Item (Description)** | **Amount** | **Justification - Breakdown of Costs** |
| **Travel** | $975 | 1,500 miles @ .65 = $975.00 outreach workers going to meetings and site visits. |

1. For contractors who have subcontracts, a brief description of the purpose of each subcontract must be provided.  Use additional sheets as necessary.

\*\*\**Please note: If Laboratory Services is a line item on the primary or subcontract budget, please supply a justification as to why a private laboratory is being used as opposed to the Connecticut State Laboratory.*

**Budget Justification – Subcontractor Schedule A Instructions**

1. **Subcontractor Schedule A-Detail**

For contractors who have subcontracts, a brief description of the purpose of each subcontract must be provided.

All subcontractors used by each program must be included, if it is not known who the subcontractor will be, an estimated amount and whatever budget detail is anticipated should be provided. Actual details must be submitted when available.  A separate subcontractor schedule must be completed for each program included in the contract.

**Detail of Each Subcontractor:**

1. Choose a category below for each subcontract using the basis by which it is paid:

A. Budget Basis  B. Fee for Service  C. Hourly Rate.

1. Choose whether the subcontractor is a minority or woman owned business:

MBE  WBE  Neither

1. Provide the detail for each subcontract just as for the primary contract budget referencing the corresponding program of the contract. Detail must be provided for each subcontractor listed in the Summary.

Note: If space allowed is not sufficient for large or complex subcontract budgets, the primary Budget Summary format may be copied and used instead.

**BUDGET SUMMARY FORM A**

**Applicant Name:**

FUNDING and CONTRACT PERIOD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Period:** | **06/01/2025-05/31/2026** | **06/01/2026-05/31/2027** | **06/01/2027-05/31/2028** | **Total** |
|  |  |  |  |  |
| **1. Salaries & Wages** |  |  |  |  |
| **2. Fringe Benefits** |  |  |  |  |
| **3. Contractual**  **(Sub-Contracts)\*\*** |  |  |  |  |
| **4. Transportation** |  |  |  |  |
| **5. Materials and Supplies** |  |  |  |  |
| **6. Facilities** |  |  |  |  |
| **7. Client Subsidies** |  |  |  |  |
| **8. Other Expenses (list)** |  |  |  |  |
| **a.** |  |  |  |  |
| **b.** |  |  |  |  |
| **c.** |  |  |  |  |
| **d.** |  |  |  |  |
| **e.** |  |  |  |  |
| **f.** |  |  |  |  |
| **g.** |  |  |  |  |
| **h.** |  |  |  |  |
| **i.** |  |  |  |  |
| **9. Administrative and General Costs** |  |  |  |  |
| **Total Project Budget** |  |  |  |  |
|  |  |  |  |  |
| **Other Program Income** |  |  |  |  |
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*\*\*Complete Sub-contractor Schedule A*

**BUDGET SUMMARY – POSITION SCHEDULE # 2a – Staffing Profile**

**Applicant Name:**

FUNDING PERIOD:

CONTRACT PERIOD: 06/01/2025-05/31/2028

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position Description and Staff Person Assigned** | **Site/ Location** | **Hours wk./ wks. per Year** | **Hourly Rate** | **Total Salary Charged** | **Fringe Benefit Rate %** | **Total Fringe Benefits** |
| 1. Position:   Name: |  | / |  |  | % |  |
| 1. Position:   Name: |  | / |  |  | % |  |
| 1. Position:   Name: |  | / |  |  | % |  |
| 1. Position:   Name: |  | / |  |  | % |  |
| 1. Position:   Name: |  | / |  |  | % |  |
| 1. Position:   Name: |  | / |  |  | % |  |
| 1. Position:   Name: |  | / |  |  | % |  |
| 1. Position:   Name: |  | / |  |  | % |  |
| 1. Position:   Name: |  | / |  |  | % |  |
| 1. Position:   Name: |  | / |  |  | % |  |
| 1. Position:   Name: |  | / |  |  | % |  |
| 1. Position:   Name: |  | / |  |  | % |  |
| **Totals** |  |  |  |  |  |  |

**BUDGET JUSTIFICATION SCHEDULE B**

**Applicant Name:**

FUNDING PERIOD:

CONTRACT PERIOD: 6/1/2025-5/31/2028

**Budget Justification Schedule**

Please provide an explanation for each line item listed on the budget summary form and include a detailed breakdown of the components that make up the line item and any calculation used to compute the amount.

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item (Description)** | **Amount per Unit** | **Total for Line Item** | **Justification including Breakdown of Costs** |
|  |  |  |  |
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|  |  |  |  |
| **Total Budget:** | |  |  |

**Budget Justification Subcontractor Schedule A-Detail Form**

**Applicant Name:**

Budget Period:

Program/Site:

**#1**

Subcontractor Name:

Address:

Telephone: (     ) (     -     )

Select One: **A**  Budget Basis **B**  Fee-for-Service **C**  Hourly Rate

Indicate One:  MBE  WBE  Neither

|  |  |
| --- | --- |
| **Description of Services to be Provided** | **Total** |
| Line Item(s) |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Subcontract Amount:** |  |

**#2**

Subcontractor Name:

Address:

Telephone: (     ) (     -     )

Select One: **A**  Budget Basis **B**  Fee-for-Service **C**  Hourly Rate

Indicate One:  MBE  WBE  Neither

|  |  |
| --- | --- |
| **Description of Services to be Provided** | **Total** |
| Line Item(s) |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Subcontract Amount:** |  |

**#3**

Subcontractor Name:

Address:

Telephone: (     ) (     -     )

Select One: **A**  Budget Basis **B**  Fee-for-Service **C**  Hourly Rate

Indicate One:  MBE  WBE  Neither

|  |  |
| --- | --- |
| **Description of Services to be Provided** | **Total** |
| Line Item(s) |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Subcontract Amount:** |  |

**State of Connecticut**

**Department of Public Health**

**Tobacco Control Program**

**Tobacco Industry Funding and Partnership Certification**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has not

(Printed Signatory Name) (Company/Agency)

received funding or engaged in partnerships, either formal or informal, with any Tobacco Company within the last three (3) years.

The above-mentioned Agency will not accept funding nor engage in partnerships with any Tobacco Company during the contract period, should we be awarded funds from the Agency’s Tobacco Control Program.

Applicant’s Authorized Signature

Date

**NOTIFICATION TO BIDDERS**

The contract to be awarded is subject to contract compliance requirements mandated by Section 4-114a of the Connecticut General Statutes; and, when the awarding agency is the state, Section 46a-71(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 4-114a et. seq. of the Regulations of Connecticut State Agencies which establish a procedure for the awarding of all contracts covered by Sections 4-114a and 46a-71(d) of the Connecticut General Statutes.

According to Section 4-114a-3(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4-114a of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans...(2) Hispanic Americans...(3) Women...(4) Asian Pacific Americans and Pacific Islanders; or (5) American Indians... ”The above definitions apply to the contract compliance requirements by virtue of Section 4-114a-1 (10) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

1. the bidder’s success in implementing an affirmative action plan;
2. the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive;
3. the bidder’s promise to develop and implement a successful affirmative action plan;
4. the bidder’s submission of EEO-1 data indicating the composition of it’s 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
5. the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 4-114a-3 (10) of the Contract Compliance Regulations.

INSTRUCTION: Bidder must sign acknowledgment form below and return signed page to Awarding Agency along with bid proposal. Please retain a copy for your files.

The undersigned acknowledged receiving and reading a copy of the “Notification to Bidders” form.

Signature Date

on behalf of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WORKFORCE ANALYSIS** | | | | | | | | | | | | | | | | | |
| Contractor Name: | | | | | | | | Total Number of CT employees: | | | | | | | | | |
| Address: | | | | | | | | Full Time: | | | | Part Time: | | | | | |
|  | | | | | | | |  | | | | | | | | | |
| Complete the following Workforce Analysis for employees on Connecticut worksites who are: | | | | | | | | | | | | | | | | | |
| Job Categories | Overall Totals  (sum of all cols. male & female) | White  (not of Hispanic Origin) | | Black  (not of Hispanic Origin) | | Hispanic | | | Asian or Pacific Islander | | American Indian or Alaskan Native | | | | | People with  Disabilities | |
|  | | Male | Female | Male | Female | Male | | Female | Male | Female | Male | | Female | | | Male | Female |
| Officials &  Managers | |  |  |  |  |  | |  |  |  |  | |  | | |  |  |
| Professionals | |  |  |  |  |  | |  |  |  |  | |  | | |  |  |
| Technicians | |  |  |  |  |  | |  |  |  |  | |  | | |  |  |
| Office &  Clerical | |  |  |  |  |  | |  |  |  |  | |  | | |  |  |
| Craft Workers  (skilled) | |  |  |  |  |  | |  |  |  |  | |  | | |  |  |
| Operatives  (semi-skilled) | |  |  |  |  |  | |  |  |  |  | |  | | |  |  |
| Laborers  (unskilled) | |  |  |  |  |  | |  |  |  |  | |  | | |  |  |
| Service Workers | |  |  |  |  |  | |  |  |  |  | |  | | |  |  |
| Totals Above | |  |  |  |  |  | |  |  |  |  | |  | | |  |  |
| Totals 1 year Ago | |  |  |  |  |  | |  |  |  |  | |  | | |  |  |
| FORMAL ON-THE-JOB TRAINEES (Enter figures for the same categories as are shown above) | | | | | | | | | | | | | | | | | |
| Apprentices | |  |  |  |  |  | |  |  |  |  | |  | |  | |  |
| Trainees | |  |  |  |  |  | |  |  |  |  | |  | |  | |  |
| EMPLOYMENT FIGURES WERE OBTAINED FROM: | | | | | | | Visual Check: | | | Employment Records | | | | Other: | | | |
|  | | | | | | | | | | | | | | | | | |
| 1. Have you successfully implemented an Affirmative Action Plan?  YES  NO  Date of implementation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If the answer is “No”, explain.  2. a) Do you promise to develop and implement a successful Affirmative Action?  YES  NO  Not Applicable Explanation:  3. Have you successfully developed an apprenticeship program complying with Sec. 46a-68-1 to 46a-68-18 of the Connecticut Department of Labor Regulations, inclusive:  YES  NO  Not Applicable Explanation: | | | | | | | | | | | | | | | | | |
| 4. According to EEO-1 data, is the composition of your work force at or near parity when compared with the racial and sexual composition of the work force in the relevant labor market area?  YES  NO Explanation: | | | | | | | | | | | | | | | | | |

5. If you plan to subcontract, will you set aside a portion of the contract for legitimate minority business enterprises

YES  NO Explanation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized Signature Date