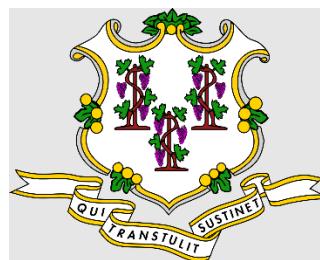


STATE OF CONNECTICUT PROCUREMENT NOTICE



**Request for Proposals (RFP) for
Reproductive and Perinatal Case
Management Program**

RFP Name: Reproductive and Perinatal Case Management for
At-Risk Young Women

Issued By:
the Department of Public Health

February 28, 2025

The Request for Proposals is available in electronic format on the State Contracting Portal by filtering by Organization for Department of Public Health <https://portal.ct.gov/DAS/CTSOURCE/BidBoard> or from the Department's Official Contact:

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	Department of Public Health
Address:	Maternal Child Health & Access to Care Section
	410 Capitol Avenue 11-MAT
	Hartford, CT
Phone:	860-509-7263
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The RFP is also available on the State Contracting portal, CTSource at: https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2 and the DPH website at: <http://www.ct.gov/dph/rfp>.

RESPONSES MUST BE RECEIVED NO LATER THAN

April 3, 2025, 3:00 PM EST

The DPH is an Equal Opportunity/Affirmative Action Employer. The Department 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.

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I. GENERAL INFORMATION

A. ABBREVIATIONS/ACRONYMS/DEFINITIONS:

BFO	Best and Final Offer
CBO	Community Based Organization
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)
FQHC	Federally Qualified Health Center
HCO	Health Care Organization
IRS	Internal Revenue Service (US)
LOI	Letter of Intent
OAG	Office of the Attorney General (CT)
OMB	Office of Management and Budget (CT)
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
POS	Purchase of Service Agreement
PSA	Personal Service Agreement
P.A.	Public Act (CT)
RFP	Request for Proposal
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

- *At-Risk:* a person within the Target Population that has child welfare or judicial systems involvement, resides in areas of high teen birth and has a higher risk than peers for acquiring HIV, sexually transmitted diseases, or unplanned pregnancies.
-
- *Contractor:* a private provider organization, CT State agency, or municipality that enters into a POS contract with the Department as a result of this RFP.
- *HIV, STI, and STD Prevention Programs:* evidence-based educational programs that are specific for the prevention of Human Immunodeficiency Virus (HIV), Sexually Transmitted Infections (STI), and Sexually Transmitted Diseases (STD).
- *Perinatal Support Services:* are services provided to pregnant women and include intensive prenatal, delivery, and postpartum support.
- *Proposer:* a private provider organization, CT State agency, or municipality that has submitted a proposal to the Department 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 Department 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 Department as a result of this RFP.
- *Sustainability Plan:* a plan to ensure long-term viability of collaborative efforts and outlines strategies for leveraging other resource opportunities to reduce reliance on federal funds.

- *Target Population:* a group consisting of: (1) At-Risk young women and adolescents of child-bearing age who would benefit from pregnancy and STD prevention education; and (2) At-Risk young women and adolescents in need of Perinatal Support Services, aged ten (10) to twenty-five (25) who reside in Connecticut.
- *Trauma-Informed Care:* an organizational change process that requires all individuals, practices, protocols, and environments to engage in universal precaution for trauma.

B. INTRODUCTION

1. **RFP Name and Number.** 20260903RFP
2. **RFP Summary.** The Department is seeking proposals for one (1) entity to implement the Reproductive and Perinatal Case Management Program (RPCMP). The Contractor shall provide: (1) Perinatal Support Services for young women and adolescents; (2) pregnancy and STD prevention education and support to At-Risk young women and adolescents between the ages of ten (10) to twenty five (25); and (3) outreach activities to expand community awareness. This program will be administered statewide.
3. **Commodity Codes.** The services that the Department wishes to procure through this RFP are:
 - 85101602: Comprehensive Healthcare Services (Midwifery or Childbirth Preparation Services)
 - 93140000: Community and Social Services
 - 86000000: Education and Training Services

C. INSTRUCTIONS

1. **Official Contact.** The Department 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 Department. Proposers, Prospective Proposers, and other interested parties are advised that any communication with any other Department employee(s), including appointed officials, or personnel under contract to the Department about this RFP is strictly prohibited. Proposers or Prospective Proposers who violate this instruction may risk disqualification from further consideration.

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Address: Department of Public Health
Maternal Child Health & Access to Care Section
410 Capitol Avenue 11-MAT
Hartford, CT 06134
Phone: 860-509-7263
E-Mail: DPH.RPHU@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 proposal

to this portal (on their supplier profile), which will be checked by the Department 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:

- Department's RFP web page at:
<https://portal.ct.gov/dph/Request-For-Proposals/Request-for-Proposals>
- State Contracting Portal (go to CTsource bid board, filter by "Department of Public Health") at:
<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. The Department 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 Department's RFP web page.

• RFP Released:	Friday, February 28, 2025
• Letter of Intent Due:	Thursday, March 6, 2025 (not required)
• Deadline for Questions:	Thursday, March 13, 2025
• Answers Released:	Thursday, March 20, 2025
• Proposals Due:	Thursday, April 3, 2025

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

• Number of Awards:	One (1)
• Contract Cost:	\$154,247 for Year One
	\$154,247 for Year Two
	\$154,247 for Year Three
• Contract Term:	Estimated July 1, 2025, to June 30, 2028
• Funding Source:	State of Connecticut

6. Eligibility. Proposals will be accepted from CBOs, HCOs, public and non-profit organizations, such as local health districts or departments, community health centers, or FQHCs that serve adolescent and young women populations. Applicants must be based in Connecticut. Individuals who have not created a duly formed business entity are ineligible to participate in this procurement.

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

Proposers must have demonstrated experience working collaboratively within their communities and serving young adolescent and young women populations in Connecticut.

Proposers with a history of significant outstanding unresolved issues with current and/or prior year contracts with the Department may be removed from consideration for additional or future funding.

8. **Letter of Intent.** A Letter of Intent (LOI) is not required but **strongly recommended** for 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 **subject line: RCMP 20260903RFP** 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 Department's receipt of the LOI.
9. **Inquiry Procedures.** All questions regarding this RFP or the Department's procurement process must be directed in writing via e-mail to the Official Contact before the deadline specified in the Procurement Schedule. **Questions submitted via e-mail must reference this RFP in the subject line: RCMP 20260903RFP.** The early submission of questions is encouraged. Questions will not be accepted or answered verbally in-person or over the telephone. All questions received before the deadline(s) will be answered. However, the Department 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 Department may or may not respond to questions received after the deadline. The Department may combine similar questions from more than one Proposer 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 noted as such.

The Department will release the answers to questions on the date(s) established in the Procurement Schedule. The Department will publish all amendments to this RFP on the State Contracting Portal and, if available, on the Department's RFP web page.

10. **RFP Conference.** No RFP conference will be held.

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:

- Due Date: April 3, 2025
- Time: 3:00 PM EST

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

An acceptable submission must include the following:

- One (1) conforming electronic proposal

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

The electronic copy of the proposal must be e-mailed to the Official Contact for this procurement: DPH.RPHU@CT.gov. The subject line of the e-mail must read: **RPCMP 20260903RFP**. Required forms and Appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure that the entire email submission is less than 25MB as this reflects the Department's server limitations. Respondents should work to ensure there are no additional IT limitations from their internet provider.

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

II. PURPOSE OF RFP AND SCOPE OF SERVICES

A. DEPARTMENT OVERVIEW

The Connecticut Department of Public Health is the State's leader in public health policy and advocacy and is an integral part of the public health system. The Department is the center of a comprehensive network of public health providers and is a partner to local health departments for which it provides advocacy, training and certification, technical assistance, consultation, and oversight.

The Department is a source of accurate, up-to-date health information to the Governor, the Legislature, the federal government, and local communities. This information is used to monitor the health status of CT's residents, set health priorities, and evaluate the effectiveness of health initiatives. The Department is focused on health outcomes, maintaining a balance between assuring quality and administrative functions among personnel, facilities, and programs. The Department is a leader on the national scene through direct input to federal agencies and the United States Congress.

The mission of the Department is to protect and improve the health and safety of the people of CT by:

- Assuring the conditions in which people can be healthy;
- Preventing disease, injury, and disability; and
- Promoting the equal enjoyment of the highest attainable standard of health, which is a human right and a priority of the State.

B. PROGRAM OVERVIEW

The Department intends to select one (1) eligible Contractor to implement the RCMP across the state of Connecticut in various settings focusing on young women and adolescents who are of childbearing age.

Pregnancy during adolescence, compared to adulthood, poses an increased risk for health and social complications for both the birthing parent and infant, including, but not limited to, eclampsia, systemic infections, premature birth, low birth weight, other serious health problems, poverty, and other social determinants, such as an increased risk for dropping out of high school.

Pregnancy prevention education for young adults who have experienced adverse childhood experiences or severe traumatic events, either from their family of origin or from others, requires a very intensive, client-centered program designed to break the intergenerational cycle of abuse and neglect. The selected Contractor must have the capacity to provide the intensive support, experience, and expertise these At-Risk young adults require.

The Contractor shall implement the RCMP. The program must place substantial emphasis on prenatal, perinatal, and postpartum education and support.

Through the RCMP, the Department expects the successful Contractor to achieve the following results by October 2028:

- Delivery of intensive prenatal, delivery, and postpartum support (Perinatal Support Services) and education to a minimum of 100 or more pregnant young women and adolescents annually and provision of effective referrals to a home visiting program that can continue early childhood home-based services to families;
- Delivery of Perinatal Support Services in a variety of settings, including, but not limited to: middle schools; high schools; juvenile justice settings; and other community-based settings.
- Delivery of eight (8) in person or virtual pregnancy prevention education presentations to a minimum of 200 youth individuals per presentation annually. These presentations shall be scheduled to take place in each of the eight (8) CT counties;
- Conducting outreach activities across the State to result in an increase of community awareness and knowledge of the RCMP; and
- Development of a Sustainability Plan to address the continuation of the RCMP post contract termination.

C. SCOPE OF SERVICES

The Contractor shall implement the RCMP through the following activities:

1. Providing Perinatal Support Services to the Target Population;
2. Providing one-on-one Connecticut certified doula support throughout the perinatal period and supporting the client through the labor and delivery and postpartum periods throughout the infant's first year of life;
3. Providing prepared childbirth education to the Target Population;
4. Conducting multiple screenings on each client at specified intervals¹ (end of first trimester or early second trimester; six weeks postpartum; and one additional time during the first year after birth) prenatally through one-year post-partum with validated screening tools;
5. Ensuring referrals are made and followed through with for any positive screenings (i.e. substance use, domestic/intimate partner violence, food insecurity, tobacco use, mental health, ACES);
6. Utilizing a Licensed Clinical Social Worker (LCSW) experienced in Trauma-Informed Care and behavioral health to provide support and counseling to the Target Population who require additional guidance, and providing effective referrals to long-term counseling professionals as necessary;
7. Utilizing a LCSW experienced in Trauma-Informed Care and behavioral health to provide consultation and guidance to staff with clients in crisis;
8. Delivering evidence-based teen pregnancy and STD prevention education programs to a minimum of a total of 200 youth each in all of the State's eight (8) counties annually;

¹ Policy Center for Maternal Mental Health-Closing Gaps in Maternal Mental Healthcare.

<https://www.2020mom.org/screening-overview>

9. Conducting community outreach to expand awareness of the Program, which may include, but is not limited to attending health fairs, community events and public health meetings; sharing information via website postings; and
10. Evaluating the effectiveness of services through continual quality improvement processes, to be determined by and reported to the Department in the quarterly programmatic reports.

D. PROPOSAL DESCRIPTION

1. Organizational Profile

a. Purpose, Mission, and Vision

The Proposer must provide a brief overview of the history and structure of the organization and any relevant experience with the Target Population. The Proposer must explain how the proposal will fit into the organization's overall mission and meet the intent of this RFP.

b. Entity Type / Years of Operation / Functional organization/ Governance System

The Proposer must indicate entity type, years of operation, organization function, and governance structure.

c. Current Range of Services / Clients

Describe the current range of services provided by the organization and populations served, including the annual number of individuals reached. Proposers must describe what is currently being implemented in the following areas:

i. Services Targeting Young Pregnant Women

Provide an overview of how your organization currently delivers care coordination, education and Perinatal Support Services to young women. The overview must include types of services rendered; location(s) where services will be provided; means of engagement by which young women are retained within the program; and the demographics of the young women being served. Discuss how your organization integrates equity, Trauma-Informed Care, and cultural competency in your work. Emphasize any childbirth and parenting education work and experience with delivering programming both virtually and in person.

ii. Outreach and Recruitment

Describe how your organization reaches and engages with the Target Population, particularly those in disparate areas, At-Risk areas, or hard-to-reach geographic populations, such as rural areas. Discuss how your organization retains youth for services and mechanisms for enrollment, eligibility requirements, and follow-up processes.

iii. Health Education Targeting Youth

Provide an overview of how your organization currently provides health education to the Target Population, including a description of the curriculum and where and how services are dispersed to the Target Population. Demographics of those being served, and how youth are engaged must also be included in the response. Discuss how your organization integrates equity, Trauma-Informed Care, and cultural

competency in pregnancy prevention education presentations, and if interactive, the level of responsiveness from the youth. Emphasize any health education work and experience with delivering programming both virtually and in person.

iv. Data Collection

Provide an overview of how your organization currently collects data regarding the impact of services on youth, what processes are in place to collect, track, and report data, what types of data are collected, and include what types of indicators are collected, particularly focusing on behavior change or intentions, such as verbalizing a plan to not get pregnant, safe sexual behaviors, or planning for the future in healthy and productive steps.

v. Community Building

Provide an overview of how your organization builds relationships within the communities you serve, and any relevant experience with integrating young mothers into program planning and implementation.

vi. Sustainability

Provide an overview of how your organization incorporates sustainability into your programs.

d. Location of Office(s) or Facilities / Hours of Operation

The Proposer must define locations where activities will or may be provided and hours of operation, including nontraditional locations and hours, and include ability and capacity to work statewide. Identify specific locations where the proposed program will be implemented, including whether the location is new or being expanded, and demonstrate the need with any relevant data.

e. Accreditation / Certification / Licensure

Define and submit documentation of any organizational accreditations, certifications and/or licensure(s).

f. Relevant Experience

Describe the organization's experience providing previous similar activities as proposed in this RFP.

2. Service Expectations

The successful Contractor shall work with the Department and any additional partners to accomplish program goals as outlined in this RFP. Proposers shall address the following activities and how they will be accomplished:

a. Recruiting 200 or more members of the Target Population, who are At-Risk for pregnancy, focusing on areas of the State with high teen pregnancy rates, HIV, STI/STD rates, disparities, or At-Risk youth, such as those in the juvenile justice or child welfare agencies, on an ongoing basis;

- b. Engaging young women and coordinating medical prenatal care for those without access to OB/GYN services, including the introduction to and assignment of a doula to assist the young women with education, screenings, referrals, and support throughout the pregnancy, delivery and postpartum period;
- c. Providing prepared childbirth education, multiple screenings for perinatal mood disorders, substance abuse, domestic violence, and making appropriate referrals when necessary, postpartum evidence-based parenting and breastfeeding and nutrition education;
- d. Delivering evidence-based teen pregnancy prevention and HIV, STI, and STD Prevention Programs, to a minimum of 200 youths per county across the eight (8) counties of the State;
- e. Delivering support throughout the labor, delivery, and post-partum periods;
- f. Participating in community outreach to expand awareness of the program;
- g. Providing referral services, when needed, for both mother and infant/child (i.e. Birth to Three, etc.);
- h. Facilitating effective referrals of mother and one (1) year old to appropriate follow-up services, such as the Home Visiting Program for early childhood development, and
- i. Evaluating the effectiveness of services through continual quality improvement processes to be determined by the Department.

3. Work Plan

A comprehensive and realistic Work Plan with measurable SMART objectives is required and must describe how the Proposer plans to implement all the required strategies and activities to achieve program goals. SMART objectives are objectives that are Specific, Measurable, Achievable, Realistic, and Time-bound. The Work Plan must be consistent with the RFP and the program's goals and objectives. For Year 1, outline activities in the Work Plan table as indicated on the worksheet in the VII Forms section. The Proposer shall describe work to be completed in subsequent years in a narrative format. The Work Plan, including the Work Plan Table and Narrative, must not exceed six (6) pages. The selected Contractor shall submit a detailed, written Work Plan as a post-award requirement and update and submit the written workplan annually, indicating progress on objectives, as a contingency to receive continued funding.

Abbreviations and acronyms must be spelled out the first time they appear. Complete sentences shall be used.

4. Staffing Expectations

The proposal must describe the key personnel assigned to this program. The proposal must indicate that adequate staff and time are allocated to manage the services to be provided, or how they will be recruited. If existing staff cannot fill these role(s), the Proposer must describe their approach to hiring and training appropriate personnel.

The successful Contractor must hire, train, and manage at least one (1) Full-Time Equivalent (FTE) staff member as the Program Coordinator, who will also serve as the Project Lead. At a minimum, the Program Coordinator must have:

- Experience in program and budget management;
- Experience supervising and providing oversight and support to staff;
- Experience delivering health education to youth;
- Experience demonstrating cultural competency and Trauma-Informed Care;
- Ability and willingness to travel; and
- Capacity to participate as a presenter and attendee in ongoing training opportunities, such as conferences and in-services.

The successful Contractor must have at least one (1) FTE certified doula to provide intensive prenatal, delivery, and postpartum support and education to the young women enrolled in the program. At a minimum, the doula must have:

- Experience in working closely with pre-teen, teen, and young women who have had significant adverse life experiences;
- Experience working with enrolled young women throughout the prenatal, delivery, and postpartum stages;
- Ability and willingness to travel at unexpected times, due to the unknown nature of pregnancy and delivery;
- Experience demonstrating cultural competency and Trauma-Informed Care;
- Experience with local service agencies serving the Target Population to make appropriate referrals for enrolled young women, as determined by assessments and screenings; and
- Capacity to participate as a presenter or attendee in ongoing training opportunities, such as conferences and in-services.

The successful Contractor must have at least one (1) quarter (0.25) FTE Licensed Clinical Social Worker (LCSW) to provide psychotherapy, counseling, and talk therapy support to staff or enrolled clients who may be in crisis. At a minimum, the LCSW must have:

- Experience in working closely with pre-teen, teen, and young women who have had significant adverse life experiences;
- Willingness to consider the promotion of social justice and work for societal change;
- Experience and knowledge regarding the challenges the enrolled young women face throughout the prenatal, delivery, and postpartum stages;
- Experience demonstrating cultural competency and Trauma-Informed Care; and
- Experience with community and local service agencies to make appropriate referrals for enrolled young women, as determined by assessment and screenings.

For each staff member identified above, Proposer must include:

- A brief job description;

- Description of the individual's role and the extent to which he or she has appropriate training, qualifications, credentials, and experience to perform assigned duties;
- Number of hours dedicated to this program, per staff member, per week; and
- Hourly rates for each staff person funded through this program.

Detailed job descriptions and resumes of all individuals assigned to this program must be attached as Appendices.

5. Data and Technology Expectations of the Contractor

- The Contractor shall have the ability to attend and host web-based and telephone conferences;
- The Contractor shall have access to email and internet capabilities; and
- The Contractor shall have access to Zoom, WebEx, or Microsoft Teams meeting platforms.

The Contractor shall be required to: collect and report program data; maintain data in a secure database; and define current capabilities as well as system restrictions in the description of their data capacity. The Contractor shall be responsible for recording and documenting: program enrollment, the number of attendees at educational sessions (i.e. middle schools, high schools, and child welfare organizations, either in person or virtual), and outcomes of outreach and recruitment efforts. The Contractor shall be required to retain copies of records for at least three (3) years. Additionally, the Contractor shall be required to report data and outcomes for each component to the Department using Department-provided forms or formats at an agreed-upon schedule.

The Contractor shall describe how program-related records will be collected, secured, stored, and shared with the Department to ensure compliance with all applicable confidentiality laws and regulations.

6. Cost Proposal Components

a. Financial Expectations

Quarterly expenditure reports shall be required through an electronic reporting system, Core-CT. The Proposer must describe its capacity to engage with the Department through the Core-CT web-based contract platform for all aspects of contract development, execution, and reporting, including budgets and fiscal reporting.

b. Budget Expectations

Budgets for services requested in this RFP for each year of the program are contingent as funds are available and are anticipated to be as follows:

- Year 1 – 07/1/2025-06/30/2026: \$157,000
- Year 2 – 07/1/2026- 06/30/2027: \$157,000

- Year 3 – 07/1/2027- 06/30/2028: \$157,000

TOTAL: \$471,000

The proposal must contain an itemized budget with justification for each line item on the budget forms included in the Proposal Forms in Section VII. A detailed budget is required for each of the three (3) budget periods. The use of Subcontractors is not allowed. The maximum amount of the bid may not be increased after the proposal is submitted. All cost estimates will be considered as “not to exceed” quotations against which time and expenses will be charged. The proposed budget is subject to change, based on available funding, during the contract award negotiations. The State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal and/or State government. Such taxes shall not be included in contract prices.

Funding Period One	July 1, 2025 – June 30, 2026
Funding Period Two	July 1, 2026 – June 30, 2027
Funding Period Three	July 1, 2027 – June 30, 2028

The Proposer must include the following line items in its budget proposals:

- Staff salaries and fringe benefits;
- Mileage reimbursement; and
- Equipment (e.g. laptop).

If equipment is purchased, Proposers must describe how the equipment will be used and maintained.

Funding from this award shall not support:

- Any costs not directly related to the coordination and delivery of this program; and
- Any costs to referred healthcare and other services.

7. Sustainability Plan

- The Proposer must draft a Sustainability Plan to address the continuation of the RCMPP post contract termination.

E. PERFORMANCE MEASURES

The following performance metrics highlight key priorities that will be analyzed with the selected Contractor 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 Department. The Department looks forward to working with the selected Contractor to define additional important performance metrics. The selected Contractor shall be evaluated on their success in the following areas:

- Recruitment of members of the Target Population and the successful provision and coordination of medical prenatal care for those pregnant women who do not have access to OB/GYN services. Medical prenatal care shall include introduction and assignment of a doula to assist the young women with education, screenings, referrals and support throughout the pregnancy, delivery, and postpartum period.
- Provision of prepared childbirth education materials, and administration of multiple screenings for perinatal mood disorders, substance abuse, and domestic violence, and the making of appropriate referrals when required.
- Participation by the Contractor in outreach activities in a variety of settings including, but not limited to, middle schools, high schools, juvenile justice settings, and other community-based settings to increase community awareness.

F. CONTRACT MANAGEMENT/DATA REPORTING

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

The successful Contractor shall provide, at minimum, the following reporting requirements:

- A Program Budget shall be prepared annually, using Department provided electronic budget forms.
- The Contractor must submit programmatic progress reports to the Department on an approved template on a quarterly basis. Information collected shall include, but shall not be limited to, the number of young pregnant women recruited; the type of services and referrals made for enrolled young women and adolescents; the number and impact of outreach activities; the number and type of educational sessions; the number and types of referrals provided; and the number and types of trainings participated in.
- The Contractor shall be responsible for retaining all records for a minimum of three (3) years.
- Reports of expenditures and cash flow for each month must be submitted according to the reporting schedule outlined in the Contract.
- The Department reserves the right to request additional formal and informal reports as necessary.

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 shall be deemed non-responsive and will not be evaluated.

3. Cover Sheet.

Proposers must complete and use the Cover Sheet form provided by the Department in the Appendix.

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

- 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. This summary is not included in the narrative page limit.
- 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.

Submitted proposals must conform to the following specifications:

- Paper Size: 8.5" x 11"
- Narrative Page Limit: Not to exceed 20 pages, excluding Executive Summary, Table of Contents, Declaration of Confidential Information, Disclosure Statement and cost proposal
- Font Size: 12-point font
- Font Type: Arial
- Margins: No less than 1.0" top, bottom, left and right margins
- Line Spacing: 1.5 line spacing

- 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, the Privacy Act, and all rules, regulations, and interpretations resulting from them. If a Proposer deems certain information required by this RFP confidential, the Proposer must label such information as CONFIDENTIAL prior to submission. In a separate attachment, which does not count toward the 20-page limit of the proposal submission, the Proposer must reference where the information labeled CONFIDENTIAL is located in

the proposal. 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 Department 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 Department 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 Department will conform with its written procedures for Purchase of Services and Personal Service Agreements 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 Department will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Department 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 DPH Commissioner will make the final selection. Attempts by any Proposer (or representative of any Proposer) to contact or influence any member of the Review Committee may result in disqualification of the Proposer.
3. **Minimum Submission Requirements.** To be eligible for evaluation, proposals must: (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements; (4) follow the required Proposal Outline; and (5) be complete. Proposals that do not satisfy these minimum submission requirements will not be reviewed further. The Department will reject any proposal that deviates significantly from the requirements of this RFP.
4. **Evaluation Criteria.** 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.

Organizational Profile:**The Proposer described:**

- Its current range of services, including populations served and annual number of individuals reached.
- An overview of health education services for the Target Population including type of services, where services are being provided, demographics of those served, and how youth are engaged.
- How equity, Trauma-informed Care, and cultural competency are integrated into work.
- How they reach, engage, and retain youth, particularly those in areas of disparities or hard-to-reach populations.
- Current data collection methods regarding the impact of services on youth, what processes are currently in place, and what type of indicators are collected.
- How they integrate into the communities being served and how young people are engaged in program planning and implementation.
- Its service locations and capacity to reach statewide.
- Hours of operation and locations that meet the needs of Target Populations.
- Experience addressing similar activities as proposed in this RFP.
- Current or potential capacity and availability of staffing necessary to provide the services outlined in this RFP.

Scope of Services:**The Proposer described:**

- The extent to which it will recruit At-Risk young women, ages ten (10) to twenty-five (25), who are at risk for pregnancies focusing on areas of the State with high teen pregnancy rates, HIV, STI/STD rates, and disparities.
- The method to be used to engage young women and coordinate medical prenatal care for those pregnant women who do not have any OB/GYN services, include introduction and assignment of a doula to assist the young women with education, screenings, referrals and support throughout the pregnancy, delivery and postpartum period.
- How it will provide prepared childbirth education, multiple screening for perinatal mood disorders, substance abuse, domestic violence, and appropriate referrals, postpartum evidence-based parenting, and breastfeeding/nutrition education.
- The plan is to deliver evidence-based teen pregnancy prevention education, HIV, STI, and STD prevention education presentations in each county of the State.
- Its approach to identify target locations in the community in order to perform outreach and expand awareness of the program.

- How it will provide and connect young women, when needed, to appropriate referral services, and how it will ensure the services are being delivered in both an in-person and virtual format and continually evaluate effectiveness of the services through quality improvement processes.

Work Plan:

The Proposer has described:

- A detailed Work Plan presented with measurable objectives and specific, appropriate timelines.
- Clear overall approaches, and comprehensive methods that are technically sound.
- The specific actions (tasks, activities, functions) in detail that it will perform to fulfill program requirements.
- The tasks, activities, and functions in a logical order.
- How it will adequately measure and prove the completion of major program tasks, functions, and activities (i. e., identification of key events/outcomes/deliverables).

Staffing Plan:

The Proposer has described:

- A plan to allocate adequate time to manage the services to be provided.
- Proposed allocation of qualified staff in the appropriate position classification to provide the full range of services requested.
- The qualified Program Coordinator responsible for overseeing the overall operation of the program.
- Capability to effectively coordinate, manage, and monitor the efforts of assigned staff to ensure that work is effectively completed and in a timely manner.
- Demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

Data and Technology:

The Proposer has described:

- Ability to maintain a data collection system that is capable of tracking and documenting required information.
- Qualified data systems staff to oversee the day-to-day data functions, entering data, and submitting required reports.
- Ability to provide the required data and program-required reports as outlined by the Department to meet grant requirements.

- Ability to attend and host in-person and web-based meetings, and telephone conferencing.

Cost Proposal Proponents:

The Proposer has described:

- Its financial profile including the capacity to conduct appropriate budget expenditure oversight.
- The extent to which a cost-effective budget is presented follows eligibility guidelines.
- The fiscal competitiveness of the proposal.

Sustainability Plan:

The Proposer has described:

- A Sustainability Plan to address program continuation beyond the funding period.

- Proposer Selection.** Upon completing its evaluation of proposals, the Review Committee will submit the rankings of all proposals to the Commissioner or Department Head. The final selection of a successful Proposer is at the discretion of the Commissioner or Department Head. Any Proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Department. 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 Department's discretion, about the outcome of the evaluation and Proposer selection process. The Department reserves the right to decline to award contracts for activities in which the Commissioner or Department Head considers there are not adequate respondents.
- Debriefing.** Within ten (10) days of receiving notification from the Department, unsuccessful Proposers may contact the Official Contact and request information about the evaluation and Proposer selection process. The postmark date or e-mail sent date 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 Department 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 Department may schedule and hold the debriefing meeting within fifteen (15) days of the request. The Department 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 of the Department's competitive procurement, including the evaluation and Proposer selection process. Any such appeal must be submitted to the Department 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 postmark date on the notification envelope or email date will be considered "day one" of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the Department 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 Department's contracting procedures, which may include approval by the Office of the Attorney General. Fully executed and approved contracts will be posted on the State Contracting Portal and the Department website.

IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS

This section presents the required outline that must be followed when submitting a proposal in response to this RFP. Proposals must include a Table of Contents that exactly conforms with the required proposal outline (below). Proposals must include all the components listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete proposals will not be evaluated. While the proposal outline is standard, the information requested from Proposers will vary by RFP, depending on the Department's procurement requirements.

A: Cover Sheet (see Section III)

B: Table of Contents

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

C: Proposer Executive Summary

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

D: Main Proposal

*****Note the maximum total page length for this section is twenty (20).** All Appendices and other attachments should be referred to in Section D and then placed in Section E. The Department Review Committee will not read answers longer than twenty (20) pages in this section. The twenty (20) page limit does not include Attachments or Forms.

E: Attachments

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

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 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 averse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a Proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. 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 all forms listed in Appendix VI.

V. MANDATORY PROVISIONS

A. STANDARD CONTRACT PROVISIONS

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/opp/fin/standard_contract.

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 Department 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 Department 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 Department 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 Department 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 Department 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 Department may request and authorize Proposers to submit written clarification of their proposals, in a manner or format prescribed by the Department, 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 Department. The Department 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 Department. At its sole discretion, the Department 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 Department, 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 Department 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 Department 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 Department 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 Department 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 Department.
- 2. Amending or Canceling RFP.** The Department reserves the right to amend or cancel this RFP on any date and at any time, if the Department 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 Department 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 Department 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 Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department 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 Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more Proposer for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from Proposers. The Department may set parameters on any BFOs received.
- 7. Clerical Errors in Award.** The Department 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 Department is the sole funder of a purchased service, the Department reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Department also reserves the right to approve replacements for key personnel who have terminated employment. The Department 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 Department.

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 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 doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
- 3. Consulting Agreements Representation, C.G.S. § 4a-81.** Pursuant to C.G.S. § 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a Contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.
- 4. Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state Contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf
- 5. Gifts, C.G.S. § 4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order No. 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:

- (1) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi-public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;
- (2) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and
- (3) That the Contractor is submitting bids or proposals without fraud or collusion with any person.

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

- 6. Iran Energy Investment Certification C.G.S. § 4-252a.** Pursuant to C.G.S. § 4-252a, 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 Department] and the State Auditors of Public Accounts at no additional cost.

VI. APPENDIX

A. STATEMENT OF ASSURANCES

Department of Public Health

The undersigned Respondent affirms and declares that:

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

B. PROPOSAL CHECKLIST

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

Key Dates

<u>Procurement Timetable</u>		
The Department reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	Letter of Intent Due	March 6, 2025 (not required, strongly encouraged)
2	Deadline for Questions	March 13, 2025
3	Answers Released	March 20, 2025
4	Proposal Submission Due Date	April 3, 2025 at or before 3:00 PM

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

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

Proposal Content Checklist

- Cover Sheet**
- 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:
 - Staffing plan with FTE status;
 - Organization 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;
 - Copies of applicant-created and/or evidence-based model intake, eligibility, enrollment, and assessment forms; and
 - 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
- Conflict of Interest Disclosure Statement**
- Statement of Assurances**

Formatting Checklist

- Is the proposal formatted to fit 8 1/2 x 11 (letter-sized) paper?
- Is the main body of the proposal within the twenty (20) page limit?
- Is the proposal in 12-point, Arial font?
- Does the proposal format follow one (1) inch margins and one and half (1 1/2) 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. FORMS

REQUEST FOR PROPOSAL COVER SHEET
State of Connecticut – Department of Public Health
DPH 20260903RFP

Applicant Information Form

Legal Name	FEIN
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Address		
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City/Town	State	ZIP Code
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Telephone No.	FAX No.	E-mail Address
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Principal Contact Person	Title
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Telephone No.	E-mail Address
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TOTAL PROGRAM COST: \$_____

I certify that to the best of my knowledge and belief, the information contained in this proposal is true and correct. The proposal has been duly authorized by the governing body of the 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: Typed Name and Title	Date
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-----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:

- a. 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).
- b. Mailing address;
- c. Main telephone number; Fax number, and email address;
- d. Principal contact person for the proposal (person responsible for developing proposal), Title, Contact Information: Telephone, Email address;
- e. Total program cost

The funding proposal 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 proposal 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-ProfitFederal Employer I.D.
Number: _____

Town Code No: _____

Medicaid Provider Status: YES NO

Medicaid Number: _____

Minority Business Enterprise (MBE): YES NOWomen Business Enterprise (WBE): YES NO

A. BUDGET SUMMARY INSTRUCTIONS

- 1) **Position Schedule #2a** (complete first)
 - a) Complete the schedule for all positions to be funded, even if currently vacant.
 - b) Complete one Position Schedule (#2a) for each Program/Fund to be included in the Budget.
- 2) **Personnel** (lines #1 - #2)
 - a) **Line #1 Salary and Wages:** Enter the total salary to be charged, as listed on Position Schedule 2a.
 - b) **Line #2 Fringe Benefits** Line: Enter the total fringe benefits to be charged, as listed on Position Schedule 2a.
- 3) Lines #4 - 7: Complete categories as appropriate
- 4) **Line #8: Other Expenses:**
For any other types of expense that do not fit into the categories listed; provide details.
- 5) **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.**
- 6) **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/opp/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 proposals that include budget line items for allocated Administrative and General costs.
- 7) **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.
- 8) **Multiple Funding Periods:** Assume level funding for each of the three years for budgeting line items.

Budget Instructions, Continued**B. Budget Justification Schedule B**

1. 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.

BUDGET SUMMARY FORM A

Applicant Name: the year

FUNDING and CONTRACT PERIOD

Period:	07/01/2025-06/30/2026	07/01/2026-06/30/2027	07/01/2027-06/30/2028	Total
1. Salaries & Wages				
2. Fringe Benefits				
3. Contractual				
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 Program Budget				
Other Program Income				

BUDGET SUMMARY – POSITION SCHEDULE # 2a – Staffing Profile**Applicant Name:****FUNDING PERIOD:****CONTRACT PERIOD: 07/01/2025-06/30/2028**

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:		/			%	
2.Position: Name:		/			%	
3.Position: Name:		/			%	
4.Position: Name:		/			%	
5.Position: Name:		/			%	
6.Position: Name:		/			%	
7.Position: Name:		/			%	
8.Position: Name:		/			%	
9.Position: Name:		/			%	
10.Position: Name:		/			%	
11.Position: Name:		/			%	
12.Position: Name:		/			%	
Totals						

FUNDING PERIOD:**CONTRACT PERIOD: 7/1/2025-6/30/2028****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
Total Budget:			

Work Plan Form

Year 1 Time Period: 7/1/2025-6/30/2028

(Maximum six (6) pages for Year 1 Work Plan table and narrative for subsequent years)

Activities	Staff Responsible	Deliverables	Time Frame (Quarter 1,2,3 or 4)

Year 2 + 3 Narrative:

WORKFORCE ANALYSIS

Contractor Name:
Address:

Total Number of CT employees:
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