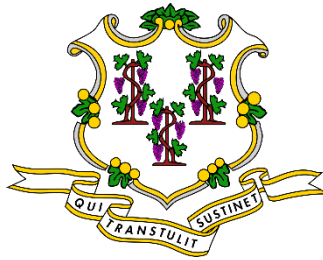


## STATE OF CONNECTICUT PROCUREMENT NOTICE



### Request for Proposals (RFP) For Magnet School Consulting Services – RFP # 837

RFP Name: Magnet School Consulting Services

Issued By:

Connecticut State Department of Education  
September 14, 2022

This Request for Proposal is available in electronic format on the State Contracting Portal by filtering by Organization for CT State Department of Education [CTsource Bid Board](#) or from the CT State Department of Education Official Contact:

Name: Matthew Venhorst  
Address: 450 Columbus Boulevard, Hartford CT 06103  
Phone: 860-713-6514  
E-Mail: [Matthew.Venhorst@ct.gov](mailto:Matthew.Venhorst@ct.gov)

This RFP is also available on the CT State Department of Education website at [2022 RFPs \(ct.gov\)](#)

**RESPONSES MUST BE RECEIVED NO LATER THAN**

**November 7, 2022  
at 5:00 p.m. EST**

The CT State Department of Education is an Equal Opportunity/Affirmative Action Employer.

The CT State Department of Education reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the State of Connecticut (State).

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## I. GENERAL INFORMATION

### A. INTRODUCTION

1. **RFP Name and Number.** Magnet School Consulting Services RFP #837
2. **RFP Summary.** The Connecticut State Department of Education (CSDE) seeks qualified organizations that can demonstrate the capability and experience to serve as magnet school consultants for select interdistrict magnet school programs in the Greater Hartford Region as an advisory resource for theme development and programming, magnet evaluation and reformulation, and strategic planning for achieving diversity goals.

#### Background

On July 9, 1996 the Connecticut State Supreme Court in the landmark school desegregation case, *Sheff v. O'Neill*, held that the public school students in the City of Hartford attended schools that were racially, ethnically, and economically isolated in violation of the Connecticut Constitution, and urged the State to take prompt steps to seek to remedy the violation.<sup>1</sup> The Plaintiffs and Defendants have entered a series of court ordered stipulations in an effort to address the goals of that litigation, the most recent of which was executed on January 26, 2022 (“Comprehensive Choice Plan” or “CCP”), which the General Assembly approved on March 17, 2022 by operation of law and the Connecticut Superior Court approved on March 21, 2022. The CCP [Comprehensive-School-Choice-Plan-CCP.pdf \(ct.gov\)](#) serves “as a blueprint to a sustainable system of schools that provide attractive and voluntary choice for families and students.” (CCP, p. 2)

Among the goals of the CCP are significantly increasing the number of Hartford-resident minority students in reduced-isolation educational settings, and meeting the demand of Hartford-resident minority students seeking placement in integrated educational settings. To achieve these goals, the state relies primarily on a variety of voluntary interdistrict educational programs, including interdistrict magnet schools, which presently include interdistrict magnet schools operated by Hartford and suburban host magnet schools and regional magnet schools. Interdistrict magnet schools are among those instruments employed under the CCP to reduce racial, ethnic and economic isolation and each require diversity of students in order to serve the goals of the *Sheff* litigation. The CCP recognizes

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<sup>1</sup> The *Sheff v. O'Neill* complaint identified the *Sheff* Region as the following towns: Avon, Bloomfield, Canton, East Granby, East Hartford, East Windsor, Ellington, Farmington, Glastonbury, Granby, Hartford, Manchester, Newington, Rocky Hill, Simsbury, South Windsor, Suffield, Vernon, West Hartford, Wethersfield, Windsor, and Windsor Locks. Student participation extends beyond this Region to include towns in the Greater Hartford Region and other towns in Connecticut.

that some interdistrict magnet schools have struggled to meet diversity and enrollment goals and would benefit from outside consulting services with expertise in diverse magnet schools and in meeting diversity goals. It is anticipated that magnet coaches will serve to support reformulation of magnet programming at select interdistrict magnet schools that CSDE identifies.

3. **RFP Purpose.** The intent of this RFP is to retain a qualified organization with demonstrated expertise and experience in magnet school planning and theme development, magnet school evaluation and reformulation, school integration, and strategic planning for achieving diversity goals that can provide consulting services to support reformulation of magnet school programming at select magnet schools. Possible reformulation strategies include but are not limited to retheming, theme and extracurricular development, and other restructuring to enhance magnet programming with the goal of increasing the diversity of schools' applicant pools and achieving established diversity goals.
4. **Commodity Codes.** The services that the CSDE wishes to procure through this RFP are as follows: 86000000: Education and Training Services.
5. **RFP Funding:** Total available funding for this RFP is \$300,000 for the period January 1, 2023 through June 30, 2024.

## B. INSTRUCTIONS

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

Name: Matthew Venhorst  
Address: 450 Columbus Boulevard, Hartford, Connecticut 06103  
Phone: (860) 713-6514  
E-Mail: [matthew.venhorst@ct.gov](mailto:matthew.venhorst@ct.gov)

Proposers are advised to ensure that email screening software (if used) recognizes and accepts emails from the Official Contact.

2. **Registering with the State Contracting Portal.** Respondents must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered.

Respondents shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the CSDE 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:

- CSDE RFP Web Page:  
<https://portal.ct.gov/SDE/RFP/Request-for-Proposals/2022-RFPs>
- State Contracting Portal (go to CTsource bid board, filter by “Education, Department of”):  
<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 emails from CTsource announcing addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

4. **Procurement Schedule.** See below. Dates after the due date for proposals (“Proposals Due”) are non-binding target dates only (\*). The CSDE 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 CSDE RFP Web Page.

- RFP Released: September 14, 2022
- Letter of Intent Due: September 28, 2022
- Deadline for Questions: September 29, 2022
- Answers Released: October 5, 2022
- Proposals Due: November 7, 2022
- Proposer Selection\*: November 18, 2022
- Start of Contract\*: January 1, 2023

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

- Contract Term: January 1, 2023 – June 30, 2024

6. **Eligibility.** To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal requirements; and (3) be complete. Proposals that fail to follow instructions or satisfy the minimum submission requirements (Section IV), may be deemed ineligible for further review. The CSDE reserves the right to accept or reject any proposal that deviates significantly from the requirements of this RFP.
7. **Minimum Qualifications of Proposers.** To qualify and be considered for a contract award, a proposer must have the following minimum qualifications in order to provide expertise and consulting services for reformulation of interdistrict magnet schools in the Greater Hartford Region and provide evidence of those qualifications as indicated:
- Bidders must have at least five (5) years of demonstrated experience in the following areas:
    - project management and facilitation for State Education Agencies (SEA), Local Education Agencies (LEA), Regional Educational Agencies (REA), and/or magnet school operators;
    - magnet theme development and programming, diverse magnet schools, and meeting diversity goals;
    - evaluating magnet school programs and providing direct or consulting services in support of magnet reformulation; and
    - performing complex data analyses to correlate achievement metrics, enrollment patterns, and academic/theme programming in magnet school environments for purposes of integration planning and reformulation of specific magnet schools identified by the CSDE.
  - Bidders must provide details on unique aspects or strengths of the provider/vendor in the area of magnet school theme development and planning, magnet school evaluation and reformulation, school integration, and magnet school technical support and services as part of the executive summary required in response to this RFP; and
  - Bidders must describe at least one (1) but no more than three (3) similar education projects the bidder has conducted.
8. **Letter of Intent.** A Letter of Intent (LOI) is required by this RFP. The LOI is nonbinding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by email 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 CSDE's receipt of the LOI. Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.
9. **Inquiry Procedures.** All questions regarding this RFP or the CSDE's procurement process must be directed, in writing, electronically via email to the

Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, the CSDE 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 CSDE may or may not respond to questions received after the deadline. As this RFP requires a Letter of Intent, the CSDE reserves the right to answer questions only from those who have submitted such a letter. The CSDE may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such. The CSDE will release the answers to questions on the date(s) established in the Procurement Schedule. The CSDE will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the CSDE's RFP Web Page. At its discretion, the CSDE may distribute any amendments to this RFP to prospective proposers who submitted a Letter of Intent.

10. **RFP Conference.** An RFP conference will not be held to answer questions from prospective proposers.

11. **Proposal Due Date and Time.** The Official Contact is the only authorized recipient of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time: **November 7, 2022 at 5:00 p.m. EST.**

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

An acceptable submission must include the following:

- One (1) conforming electronic copy of the proposal.
  - The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.
  - The electronic copy of the proposal must be emailed to official agency contact for this procurement. The subject line of the email must read: Magnet School Consulting Services, RFP #837. Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 25MB as this reflects the CSDE's server limitations.



Respondents should work to ensure there are not additional IT limitations from the provider side.

- The proposal must carry signatures and unsigned proposals will not be evaluated. The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.
- Proposals received after the due date and time may be accepted by the CSDE as a clerical function, but late proposals will not be evaluated. At the discretion of the CSDE, late proposals may be destroyed.

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

## II. PURPOSE OF THE RFP AND SCOPE OF SERVICES

### A. AGENCY OVERVIEW

The CSDE is the administrative arm of the Connecticut State Board of Education (CSBE). Through leadership, curriculum, research, planning, evaluation, assessment, data analysis and other assistance, the CSDE helps to ensure equal opportunity and excellence in education for all Connecticut students. The CSDE is responsible for distributing funds to all Connecticut public school districts and operates the Regional School Choice Office (RSCO) that administers the application and placements systems for interdistrict choice schools within the Greater Hartford Region in accordance with the CCP in the *Sheff v. O'Neill* litigation, and any related or future stipulations and orders.

#### Mission

CSDE's mission is to provide - through leadership and service - insight, expertise, training, encouragement and resources to assist those in the education and related communities to succeed in reducing the racial, ethnic and economic isolation of Hartford-resident students, and helping all Connecticut students become effective lifelong learners, able to reach their personal and career goals and become involved, productive, confident and satisfied members of society.

### B. Background

This RFP arises from a requirement in the CCP to support magnet reformulation to assist interdistrict magnet schools in meeting diversity goals for a sustainable system of integrated education. Interdistrict magnet schools are among the voluntary interdistrict programs in the *Sheff* Region (collectively referred to as, "*Sheff* Voluntary Interdistrict Programs") that serve the goals of the *Sheff* litigation, which include increasing the number of Hartford-resident minority students in reduced-isolation educational settings



and meeting the demand of such students seeking placement in desegregated educational settings. Relevant to this RFP, among these *Sheff* Voluntary Interdistrict programs are 40 Interdistrict Magnet Schools in Hartford and neighboring suburban communities, including Avon, Bloomfield, East Hartford, Enfield, Glastonbury, Manchester, New Britain, Rocky Hill, South Windsor West Hartford, Wethersfield, and Windsor. These magnet schools represent a critical tool employed by the State to reduce racial, ethnic and economic isolation and each require diversity of student enrollments in order to serve the goals of the *Sheff* litigation. The CCP recognizes that a subset of these magnet schools have struggled to meet diversity and enrollment goals and may require reformulation or other modifications in order to best serve the goals of the *Sheff* litigation.

Through the CCP, the State has committed to an audit process of each of the *Sheff* magnet school programs. These audits will occur through SDE leadership teams and will include work with magnet school operators to address diversity of the student population and ultimately to restructure and reformulate those magnet schools that have struggled to meet diversity and enrollment goals. Through this audit process, the CSDE will identify schools for reformulation based on each school's history of attracting a diverse student body and through other quantitative metrics based on disaggregated data analyses.

The audit process will begin by having a CSDE team visit magnets school during 2021-22 and 2022-23 to create baseline audit plans and to identify schools for potential reformulation. Thereafter, the CSDE will audit each magnet school on a three to five-year schedule based on the groupings set forth in this section and the CCP.

In accordance with the CCP, the CSDE will place each of the magnet schools into one of three groups as a result of CSDE's school visits, the school's history in attracting a diverse applicant pool and other metrics from disaggregated data analyses:

- Group 1: These schools include those magnet schools that consistently attract a diverse applicant pool and consistently meet socioeconomic status (SES) diversity goals set forth in the CCP.<sup>2</sup> Based on the analysis contained

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<sup>2</sup> Diversity goals are based on socioeconomic criteria, with students falling into one of three socioeconomic groupings: Tier A, Tier B, or Tier C. Tiers are established based on a multitude of socioeconomic indicators as determined by RSCO using Census block group and self-reported household data. Tier A designates low SES, Tier B designates medium SES, and Tier C designates high SES. Through the CCP, the State has committed to a goal of a maximum of 60% of students from Tier A and a minimum of 30% of students from Tier C for incoming enrollments for each school. The CCP also seeks to achieve and maintain diversity goals to reduce the racial and ethnic isolation of Hartford-resident minority students based on a Reduced Isolation (RI) diversity goal of achieving at least 25% school enrollment of students who identify as White, Asian, American Indian, Alaska Native, Native Hawaiian and/or Other Pacific Islander, or two or more of such races, and does not identify as Black/African American or Hispanic/Latino.

in the CCP using October 1, 2020 data, 17 magnet schools fell into this group.<sup>3</sup>

- Group 2: Schools in this group met the CCP's SES diversity goal relative to low socioeconomic status, and in some cases met the high SES diversity goal, but did not attract strong overall diversity in the applicant pool. These schools are below or on the margins of the SES diversity goals. Based on the CCP analysis, 10 magnet schools fell into this category using October 1, 2020 data.
- Group 3: Schools in this group met the diversity goal for low SES, but did not achieve the high SES goal of at least 30% Tier C students enrolled in the incoming class using October 1, 2020 data, and consistently do not attract a diverse applicant pool. Based on the CCP analysis using October 1, 2020 enrollments, 12 magnet schools fell into this category.

### **C. SERVICE OVERVIEW**

The successful proposer will provide consulting services to support magnet school theme planning and development, strategic planning for meeting diversity goals, and reformulation of magnet school programming at select interdistrict magnet schools identified by the CSDE in accordance with this RFP and the resulting contract to include:

- evaluation and consulting support for all Group 3 schools and select Group 2 schools (as referenced in section B above) as designated by the CSDE for purposes of planning and implementing reformulation efforts, including possible retheming, extracurricular development, and other restructuring and enhancement to the magnet program as articulated in each school's audit plan;
- data analyses to identify the unique strengths and weaknesses of each school, particularly as related to the school's ability to attract, enroll and retain a diverse applicant pool;
- written recommendations and conclusions for reformulation planning; and
- technical assistance to support implementation of reformulation plans.

### **D. SCOPE OF SERVICE DESCRIPTION**

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors to establish a contract for providing consulting services for select interdistrict magnet schools in the *Sheff* region to support magnet school evaluation and reformulation plans.

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<sup>3</sup> Note that the groupings of schools and numbers of schools within each group are subject to change based on updated data.

The provider/vendor selected by the CSDE will be expected to:

- assign knowledgeable staff to conduct site visits of magnet schools identified by CSDE and meet with school staff, as needed, to understand the unique strengths and weaknesses of each school, particularly as related to the school's ability to attract, enroll and retain a diverse applicant pool;
- Perform data analyses to identify correlations between school enrollment, various performance metrics, academic/theme programming and other factors in magnet school environments for purposes of integration planning and reformulation of specific magnet schools identified by the CSDE;
- Assign knowledgeable staff to work directly with CSDE and magnet school staff to identify possible reasons that select magnet schools do not attract, enroll and/or retain a diverse applicant pool;
- Advise CSDE and magnet school staff regarding possible magnet program reformulation strategies, including but not limited to possible retheming, extracurricular development, and other restructuring and/or enhancements to the magnet program;
- Counsel CSDE and magnet school staff on survey instruments and other means of identifying student, staff and other constituent groups' perceptions of select magnet schools, theme options, and other factors affecting magnet schools' ability to attract, enroll and retain a diverse applicant pool;
- Provide on-site and/or virtual technical assistance to CSDE and magnet school staff regarding the implementation of magnet program reformulation strategies; and
- Share best practices regarding strategies and supports designed to enable magnet schools to meet diversity and enrollment goals.

The scope of services must be provided between the time the contract is fully executed and June 30, 2024.

### **1. Organizational Expectations**

- The successful proposer will have substantial expertise and experience in magnet school reformulation, magnet theme planning and development, magnet school planning and evaluation, strategic planning for achieving diversity and enrollment goals, school integration, and school and program evaluation.
- The successful proposer will have substantial expertise and experience in performing data analyses for purposes of assessing school performance metrics, magnet theme integration, school diversity, and student enrollment patterns.
- The successful proposer will employ sufficient knowledgeable education consultants or desegregation experts with substantial experience and

expertise in developing, planning and implementing magnet school reformulation strategies.

- The successful proposer will employ sufficient knowledgeable education consultants or desegregation experts with substantial experience and expertise in magnet theme development, magnet school planning and evaluation, and strategic planning for achieving diversity and enrollment goals.
- The successful proposer will consist of a local, regional, or national organization with in-person availability to meet with and visit select schools as necessary for evaluation and reformulation planning.

## **2. Service Expectations**

- Provide consulting services to the CSDE and selected interdistrict magnet schools on magnet program reformulation strategies in light of each school's unique history, culture, and individual strengths and weaknesses, particularly as related to the school's ability to attract, enroll and retain a diverse student body.
- Meet as needed with CSDE and magnet school staff to provide expertise on magnet program reformulation strategies uniquely tailored to each school.
- Design and complete data analyses to establish enrollment, performance, and magnet theme correlations as a basis for identifying barriers to meeting diversity and enrollment goals, and inform school evaluation and reformulation recommendations.
- Evaluate theme design, theme programming, and theme integration to identify barriers to meeting diversity and enrollment goals and to inform reformulation planning.
- Assess academic and extracurricular/enrichment program offerings and performance metrics to identify barriers to meeting diversity and enrollment goals and to inform reformulation planning.
- Draft and submit a written report for each magnet school selected by the CSDE, which provides conclusions from the vendor's evaluation of the magnet school program, identifies potential barriers to meeting diversity and enrollment goals, and recommends specific theme enhancements and/or reformulation strategies in light of each school's unique situation, including factors such as historical enrollment trends, school culture, academic programming, performance metrics, and experience meeting diversity and enrollment goals.
- Conduct site visits and meetings with school staff at each magnet school identified by CSDE for reformulation planning and development.
- Advise CSDE and magnet school staff on survey instruments and other means of identifying student, staff and other constituent groups' perceptions of select magnet schools, theme options, and other factors affecting magnet schools' ability to attract, enroll and retain a diverse applicant pool.
- Develop retheming and reformulation recommendations as appropriate and advise the CSDE and magnet school on a plan for developing and

implementing theme enhancements, retheming of the academic program, and/or other reformulation strategies.

- Provide technical assistance as necessary on developing and implementing theme enhancements, retheming of the academic program, and/or other reformulation strategies.
- Recommend productive use of available financial and human resources to support reformulation plans and program enhancements.
- Develop written plan outlines with key actions, theme recommendations, and timelines to support and direct reformulation of magnet schools with historic challenges to meeting diversity and enrollment goals.

### **3. Staffing Expectations**

- Staffing: Knowledgeable and experienced staff to lead the consulting project and provide consulting services with the requisite expertise as outlined in this RFP.
- Experience: The vendor must employ staff with at least five (5) years of demonstrated experience providing magnet school consulting services to State Education Agencies (SEA), Local Education Agencies (LEAs), or magnet operators specifically in the area of magnet program evaluation and reformulation efforts.

### **4. Data and Technology Expectations**

- Design and complete data analyses with appropriate graphic visualizations to establish enrollment, performance, and magnet theme correlations as a basis for identifying barriers to meeting diversity and enrollment goals, and inform school evaluation and reformulation recommendations.
- Consolidate findings and publish report(s) for each magnet school CSDE identifies using appropriate software and visualizations.
- Ability to participate in remote video meetings with magnet school and CSDE staff as necessary

### **5. Financial Expectations**

- Provide audited financial statements for the last fiscal year
- Include evidence of liability insurance

### **6. Budget Expectations**

- Provide detailed budget and budget narrative describing the deliverables and associated costs for the scope of the project
- Funding sources: Connecticut State Budget
- Total available funding: \$300,000
- Period of award: January 1, 2023 – June 30, 2024

## **E. PERFORMANCE MEASURES**

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

- Meet as needed with CSDE and magnet school staff to provide expertise on magnet program reformulation strategies uniquely tailored to each school.
- Generate conclusions concerning barriers to meeting diversity and enrollment goals and to inform reformulation planning based on evaluation of magnet schools' theme design, theme programming, theme integration, academic and extracurricular/enrichment program offerings and performance metrics.
- Draft and submit a written report for each magnet school selected by the CSDE, which provides conclusions about the magnet school program, identifies potential barriers to meeting diversity and enrollment goals, and recommends theme enhancements and/or reformulation strategies in light of each school's unique situation, including factors such as historical enrollment trends, school culture, academic programming, performance metrics, and experience meeting diversity and enrollment goals.
- Conduct site visits and meetings with school staff at each magnet school identified by CSDE for possible reformulation.
- Design and complete data analyses with appropriate graphic visualizations to establish enrollment, performance, and magnet theme correlations as a basis for identifying barriers to meeting diversity and enrollment goals, and inform school evaluation and reformulation recommendations.
- Design survey instruments and other means of identifying student, staff and other constituent groups' perceptions of select magnet schools, theme options, and other factors affecting magnet schools' ability to attract, enroll and retain a diverse student body.
- Development of written plan outlines with key actions, theme recommendations, and timelines to support and direct reformulation of magnet schools with historic challenges to meeting diversity and enrollment goals.

## **F. CONTRACT MANAGEMENT / DATA REPORTING**

As part of the State's commitment to becoming more outcomes oriented, CSDE 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, CSDE reserves the right to request/collect other key data and metrics from providers/vendors.



RSCO, on behalf of the CSDE as the primary office responsible for implementing the CCP, will collaborate with the successful proposer regarding consulting services and such collaborations may include periodic meetings to troubleshoot challenges, review data to identify opportunities for improvements to services and to ensure desired service outcomes.

The successful proposer will provide timely reports to CSDE that communicate key metrics regarding progress in working with and reviewing each of the magnet schools that CSDE identifies. Such reports shall include, at a minimum:

- a quarterly report summarizing the progress the vendor has made in working with each magnet school that CSDE identifies;
- pertinent data and research to support reformulation efforts at each school based on the unique history and characteristics of the school; and
- data analyses with accompanying visualizations correlating enrollment, performance metrics, magnet theme, diversity, extracurriculars, and other factors as a basis for identifying barriers to meeting diversity and enrollment goals and to inform school evaluation and reformulation recommendations.

### III. PROPOSAL SUBMISSION OVERVIEW

#### A. SUBMISSION FORMAT INFORMATION

1. **Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.
2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must complete and use the Cover Sheet form provided by CSDE in Attachment A.
3. **Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline.
4. **Executive Summary.** Proposals must include a high-level summary, not exceeding 2 pages, of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP.
5. **Attachments.** Attachments are permitted as indicated in this Section III.A.6 under Style Requirements and as otherwise identified in the RFP. Required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.



6. **Style Requirements.** *THIS IS AN ELECTRONIC SUBMISSION.*

Submitted proposals must conform to the following specifications:

- Page Size: 8.5"x11" format
- Page Limit: None specified, however, Executive Summary is limited to 2 pages and Main Proposal is limited to 20 pages. Additional attachments are permitted, but total submission shall not exceed 25MB.
- Font Size: 11 point minimum
- Font Type: Arial, Tahoma or Verdana
- Margins: 1"
- Line Spacing: 1.5 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. **Packaging and Labeling Requirements.** n/a

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

10. **Conflict of Interest – Disclosure Statement.** Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The

existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. Example: “[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85.” For reference purposes, C.G.S. § 1-85 reads as follows:

A public official, including an elected state official, or state employee has an interest which is in substantial conflict with the proper discharge of his duties or employment in the public interest and of his responsibilities as prescribed in the laws of this state, if he has reason to believe or expect that he, his spouse, a dependent child, or a business with which he is associated will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his official activity. A public official, including an elected state official, or state employee does not have an interest which is in substantial conflict with the proper discharge of his duties in the public interest and of his responsibilities as prescribed by the laws of this state, if any benefit or detriment accrues to him, his spouse, a dependent child, or a business with which he, his spouse or such dependent child is associated as a member of a profession, occupation or group to no greater extent than any other member of such profession, occupation or group. A public official, including an elected state official or state employee who has a substantial conflict may not take official action on the matter.

## **B. EVALUATION OF PROPOSALS**

1. **Evaluation Process.** It is the intent of the CSDE 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 CSDE will conform with its written procedures for Purchase of Service (POS) and PSA procurements (pursuant to C.G.S. § 4-217) and the State’s Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85). Final funding allocation decisions will be determined during contract negotiation.
2. **Evaluation Review Committee.** The CSDE will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee

will be composed of individuals, CSDE 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 Commissioner of Education will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.

3. **Minimum Submission Requirements.** To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement, (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The CSDE will reject any proposal that deviates significantly from the requirements of this RFP.
  
4. **Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The weights are disclosed below.
  - Strengths and Qualifications of Organization (25%)
  - Scope of Services (25%)
  - Staffing/Organizational Capacity (15%)
  - Work Plan (15%)
  - Financial Profile (5%)
  - Cost Competitiveness and Budget Narrative (15%)

Note:

As part of its evaluation of the Staffing/Organizational capacity criteria, the Review Committee will review the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

5. **Proposer Selection.** Upon completing its evaluation of proposals, the Review Committee will submit the rankings of all proposals to the Commissioner. The final selection of a successful proposer is at the discretion of the Commissioner.

Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the CSDE. 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 about the outcome of the evaluation and proposer selection process. The CSDE reserves the right to decline to award contracts for activities in which the Commissioner considers there are not adequate respondents.

6. **Debriefing.** Within ten (10) days of receiving notification from the CSDE, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The 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 CSDE 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 CSDE may schedule and hold the debriefing meeting within fifteen (15) days of the request. The CSDE will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
7. **Appeal Process.** Proposers may appeal any aspect the CSDE’s competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Commissioner or the Commissioner’s designee. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after an agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date will be considered “day one” of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the CSDE to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.
8. **Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Agency’s contracting procedures, which may include approval by the Office of the Attorney General (OAG). Fully executed and approved contracts will be posted on State Contracting Portal and the CSDE website.

## IV. REQUIRED PROPOSAL SUBMISSION OUTLINE

### A. Cover Sheet

### B. Table of Contents

### C. Executive Summary

### D. Main Proposal

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

### F. Declaration of Confidential Information

### G. Conflict of Interest – Disclosure Statement

### H. Statement of Assurances

### A. Cover Sheet

The Respondent must use the Cover Sheet provided in Attachment A.

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

### B. Table of Contents

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

### C. Proposer Executive Summary

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

## D. Main Proposal Submission

**\*\*\*Please note the maximum total page length for this section is 20** (all appendices and other attachments should be referred to in section D and then placed in section E). The CSDE Review Committee will not read answers longer than 20 pages in this section.

In order to be considered a responsive proposal, the Main Proposal Submission must include the following required components:

### 1. Strengths and Qualifications of Organization

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

- A. **Overall Qualifications:** Provide a general overview of your organization. What sets your organization apart from your competitors? Why is your organization uniquely qualified to conduct this scope of service?
- B. **Experience:** Describe the extent of your organization's experience conducting similar services for a public organization. How does that experience relate to the services sought in this proposal?
- C. **Management Plan:** Describe how management will provide high quality service; the overall management plan for the proposal should speak in terms of systems, procedures and controls that will ensure the partnership will meet its goals and purpose, and how all tasks will be completed in a timely manner.
- D. **Appropriate Insurance:** A statement that contains a listing of current active business insurance of the organization is sufficient. Certificates of insurance are acceptable, but not required, unless a contract is awarded that specifies this need.

### 2. Scope of Services

Describe the proposed services in detail sufficient to demonstrate an understanding of the work to be performed, the partnership needs and the desired results. Proposals must address all of the elements listed in the Scope of Service, and should describe the agency's philosophy, strategies and techniques for integrating each component, paying particular attention to voluntary interdistrict program options and diversity considerations.

### 3. Staffing/Organizational Capacity

- A. **Project Staff:** Describe the team that would provide these services. Indicate key staff to be assigned to the program by name (if known), title, qualifications and job descriptions.

- B. **Organizational Chart, Capacity:** Indicate, through an organizational chart and supporting narrative, the lines of authority and responsibility related to the proposed program and its components. Include all project staff as well as all management level staff either dedicated to or accountable for each phase of this project. In two pages or less, summarize the relevant qualifications, including experience and expertise of the organization. Factors that should be discussed include: adequacy of financial resources, and overall technical skills and experience that will enable and ensure that required work to be done.

#### 4. Work Plan

- A. **Methodology:** Provide a detailed description of your organization's ability, approach, and methodology for this project in line with the RFP objectives and key elements outlined in the scope of service.
- B. **Implementation timeline:** Provide an implementation timeline for your project, including key milestones related to the scope of service. Include estimates of the timeframe of implementation.

#### 5. Financial Profile

**Fiscal Stability:** What is the fiscal health of your organization? Provide any documentation that supports the organizations past, present, and future fiscal stability. This may include any financial support up to and including audited financial statements.

#### 6. Cost Competitiveness and Budget Narrative

- A. Complete a budget proposal in its entirety that will enable the effective delivery of the proposed services.
- B. Present a detailed cost narrative that explains the basis and rationale for the costs proposed. Provide assumptions or calculation approaches used to develop the cost proposal.

#### E. Attachments

See the Proposal Checklist in Section VI-C for a list of relevant attachments. 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. Additional attachments may include but are not limited to the following:

- Résumés of Key Personnel
- Audited Financial Statements, if included
- References
- Evidence of minimal qualifications as required by Section I.B-7



## **F. Declaration of Confidential Information**

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

## **G. Conflict of Interest – Disclosure Statement**

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

## **H. Statement of Assurances**

Proposers must include the Statement of Assurances provided in Section VI-B. Sign and return and place after Conflict of Interest-Disclosure Statement.

# **V. MANDATORY PROVISIONS**

## **A. STANDARD CONTRACT PROVISIONS**

Proposers may view the Comptroller’s Office PSA Terms and Conditions, available here <https://www.osc.ct.gov/vendor/rfps/2005/hbcs/AttachmentItermsandconditions.xls>, which includes generic state contract requirements.

## B. ASSURANCES

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

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

## C. TERMS AND CONDITIONS

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

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
2. **Preparation Expenses.** Neither the State nor the Agency shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
3. **Exclusion of Taxes.** The Agency is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.
4. **Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
5. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Agency may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Agency, and at the proposer's expense.
6. **Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Agency. The Agency may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Agency. At its sole discretion, the Agency may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
7. **Presentation of Supporting Evidence.** If requested by the Agency, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Agency may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its

discretion, the Agency may also check or contact any reference provided by the proposer.

8. **RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Agency or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Agency and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Agency and, if required, by the OAG.

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

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

1. **Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Agency.
2. **Amending or Canceling RFP.** The Agency reserves the right to amend or cancel this RFP on any date and at any time, if the Agency deems it to be necessary, appropriate, or otherwise in the best interests of the State.
3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Agency may reopen the procurement process, if it is determined to be in the best interests of the State.
4. **Award and Rejection of Proposals.** The Agency reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Agency reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
5. **Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.

6. **Contract Negotiation.** The Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Agency further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Agency may seek Best and Final Offers (BFO) on cost from proposers. The Agency may set parameters on any BFOs received.
7. **Clerical Errors in Award.** The Agency reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be *void ab initio* and of no effect as if no contract ever existed between the State and the proposer.
8. **Key Personnel.** When the Agency is the sole funder of a purchased service, the Agency reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Agency also reserves the right to approve replacements for key personnel who have terminated employment. The Agency further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Agency.

## **E. STATUTORY AND REGULATORY COMPLIANCE**

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

1. **Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or

information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.

2. **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
3. **Consulting Agreements Representation, C.G.S. § 4a-81.** Pursuant to C.G.S. §§ 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.
4. **Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at [https://seec.ct.gov/Portal/data/forms/ContrForms/seec\\_form\\_11\\_notice\\_only.pdf](https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf)
5. **Gifts, C.G.S. § 4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order No. 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:



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

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

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

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

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



7. **Nondiscrimination Certification, C.G.S. § 4a-60 and 4a-60a.** If a bidder is awarded an opportunity to negotiate a contract, the proposer must provide the State agency with written representation in the resulting contract that certifies the bidder complies with the State's nondiscrimination agreements and warranties. This nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the resulting contract, or (B) providing an affirmative response in the required online bid or response to a proposal question, if applicable, which asks if the contractor understands its obligations. If a bidder or vendor refuses to agree to this representation, such bidder or vendor shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.
8. **Access to Data for State Auditors.** The Contractor shall provide to OPM access to any data, as defined in C.G.S. § 4e-1, concerning the resulting contract that are in the possession or control of the Contractor upon demand and shall provide the data to OPM in a format prescribed by OPM [or the Client Agency] and the State Auditors of Public Accounts at no additional cost.
9. **Other Provisions.** The Contractor shall comply with all applicable State of Connecticut and the Department policies including the CSDE Ethics Policy. The Contractor shall also comply with all federal and state statutes and regulations regarding the protection of all confidential data including, but not limited to the Family Educational Rights and Privacy Act (“FERPA”).”

## VI. APPENDIX

### A. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
DAS	Department of Administrative Services (CT)
FOIA	Freedom of Information Act (CT)
IRS	Internal Revenue Service (US)
LOI	Letter of Intent
OAG	Office of the Attorney General
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
PSA	Personal Service Agreement P.A. Public Act (CT)
RFP	Request For Proposal
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

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

**B. STATEMENT OF ASSURANCES**

Connecticut State Department of Education (CSDE)

The undersigned Respondent affirms and declares that:

**1) General**

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

Legal Name of Organization:

\_\_\_\_\_

Authorized Signatory

\_\_\_\_\_

Date

## C. PROPOSAL CHECKLIST

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

### Key Dates

<b><u>Procurement Timetable</u></b>		
The CSDE reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	Letter of Intent Due	September 28, 2022
2	Deadline for Questions	September 29, 2022
3	Answers Released	October 5, 2022
4	Proposals Due	November 7, 2022
5	Proposer Selection*	November 18, 2022
6	Start of Contract*	January 1, 2023

\*Dates after the due date for proposals (“Proposals Due”) are non-binding target dates only.

### **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** – See Attachment A
- **Table of Contents**
- **Executive Summary** – 2 pages, maximum
- **Main proposal (20 pages maximum) 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.
- **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** – See Attachment B
- **Budget Narrative** – See Attachment C

- **Conflict of Interest Disclosure Statement**
- **Statement of Assurances**

**Formatting Checklist**

- Is the proposal formatted to fit 8 ½ x 11 (letter-sized) paper?
- Is the executive summary of the proposal within the 2-page limit?
- Is the main body of the proposal within the 2-page limit?
- Is the proposal in 11-point minimum and Arial, Tahoma or Verdana font?
- Does the proposal format follow normal (1 inch) margins and 1.5 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)?

Attachment A – Cover Sheet

BID FOR MAGNET SCHOOL CONSULTING SERVICES  
RFP # 837

BIDDER'S LEGAL NAME	
BIDDER'S ADDRESS	
BIDDER'S FEIN	
CONTACT PERSON	
CONTACT'S TITLE	
PHONE(S)	
E-MAIL ADDRESS	

We have read the Request for Proposals and fully understand its intent and contents. We certify that we have adequate personnel, insurance, equipment, and facilities to fulfill the specified requirements. We understand that our ability to meet the criteria and provide the required goods or services shall be evaluated by a Selection Committee.

It is further understood and agreed that all information included in or attached to our proposal that is required by the Request for Proposals or otherwise shall be public record upon delivery to CSDE. In addition, we are aware that CSDE reserves the right to reject any or all bids.

I certify that the information contained in this proposal is accurate and presented in good faith to the best of my knowledge. I further certify that I am authorized to submit this proposal and will abide by the conditions set forth in the Request for Proposal.

Submitted by:

\_\_\_\_\_  
(Authorized Official's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(E-mail Address)

Attachment B – Budget

Bidder:	
Project Title:	
Total Project Cost:	

<b>Codes</b>	<b>Descriptions</b>	<b>Budget Amount</b>
100	Personal Services – Salaries	
200	Personal Services – Benefits	
300	Purchase Prof Tech Services	
500	Other Purchased Services	
600	Supplies and Materials	
890	Other Objects	
940	Indirect Costs/Administrative Services	
	<b>Total</b>	



Attachment C – Budget Narrative

Codes	Descriptions	Budget Amount
100	<p><b>PERSONAL SERVICES – SALARIES.</b> Amounts paid to both permanent and temporary employees including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the bidder. <b>Specify titles and salary information (hourly rate, total to be charged to the project, etc.)</b></p>	
	(Example: Magnet consultant @ \$50/hr x 100 hrs = \$5,000)	
200	<p><b>PERSONAL SERVICES – EMPLOYEE BENEFITS.</b> Amounts paid by the bidder on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are parts of the cost of personal services.</p>	
300	<p><b>PURCHASED PROFESSIONAL AND TECHNICAL SERVICES.</b> Services which by their nature can be performed only by persons or firms with specialized skills and knowledge. Included are the services of consultants, auditors, programmers, etc.</p>	

Codes	Descriptions	Budget Amount
500	<b>OTHER PURCHASED SERVICES.</b> Amounts paid for services rendered by organizations or personnel not on the payroll of the bidder (separate from Professional and Technical Services or Property Services). Include expenses related to communications, travel (hotel, airfare, meals, etc.), insurance coverage, printing and binding - publication costs.	
	(Example: 10 round trip airfares to Hartford @ \$500 = \$5,000)	
600	<b>SUPPLIES &amp; MATERIALS.</b> Amounts paid for consumable goods, office supplies, transportation supplies, software, etc.	
890	<b>OTHER OBJECTS.</b> (Miscellaneous Expenditures) Expenditures for goods or services not properly classified in one of the above objects.	

Codes	Descriptions	Budget Amount
940	<b>INDIRECT/ADMINISTRATIVE COSTS.</b> Costs incurred by the bidder, which are not directly related to the project but are a result thereof. Include management fees (with breakdown) and other indirect or administrative costs.	
	<b>TOTAL</b>	

Additional space, if needed, to provide detailed cost narrative that explains the basis and rationale for the costs proposed. Use the space below to include assumptions or calculation approaches used to develop the cost proposal.