STATE OF CONNECTICUT DEPARTMENT OF REHABILITATION SERVICES

PROCUREMENT NOTICE

Summer Youth Experience Program (SYEP)

Request for Applications (RFA) 2015

The Department of Rehabilitation Services, hereinafter referred to as the Department, is seeking applications from **Community Rehabilitation Providers (CRPs)** to serve designated transition aged youth by securing, supporting and maintaining work experiences.

Eligibility of the Applicant: The Applicant must be an approved Community Rehabilitation Provider under contract with the Department as of **March 27, 2015.**

Objectives of the Applicant: The Applicant shall provide responses to an array of Summer Youth Experience Program (SYEP) requirements which include tracking supports and individual reports during the duration of the work experiences. Applicant's organizational plans must include the capacity to serve consumers in specific geographical areas, work with individuals from target disability populations and demonstrate the ability to provide a complete set of SYEP services, as determined by the Department.

Qualifications of Applicant. Applicants must meet all requirements in the following hyperlink, **Appendix A,** the Summer Youth Experience Program Application. **This is an electronic submission. Applicants shall use the word document, Appendix A, to respond to the requirements in Appendix A.**

The contract start date to begin the Summer Youth Work Experience Program is **July 1, 2015** and the end date is **September 30, 2015.**

The Request for Applications is available in electronic format on the State Contracting Portal at **http://das.ct.gov/Director.aspx?Page=12** , under the Department of Social Services or from the Department's Official Contact:

Name: Marcia McDonough, Contract Administration & Procurement
Address: 55 Farmington Avenue, Hartford, CT 06105-3730
Phone: 860-424-5214
Fax: 860-424-5800
E-Mail: **Marcia.McDonough@ct.gov**

The RFA is available on the Department of Rehabilitation Services (DORS) website at **http://www.ct.gov/dors/.**

Persons who are deaf or hard of hearing may contact the Department through the use a Video Phone by calling 860-920-7163. Questions or requests for information in alternative formats must be directed to the Department's Official Contact at 860-424-5214.

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I. GENERAL INFORMATION

A. INTRODUCTION

1. RFA Name. Summer Youth Experience Program Request for Applications 2015 SYEP_RFA_2015

2. Qualifications of the Applicant. The Applicant must meet all requirements in **Appendix A,** the Summer Youth Experience Program Application.

3. Commodity Codes. The services that the Department wishes to procure through this RFA are as follows:

   - 2000: Community and Social Services
   - 3000: Educational and Training Services

4. Application Submission Process. **This is an electronic submission.**

   Please refer to Section II, INSTRUCTIONS, A. and B. for detailed submission requirements.

B. APPLICATION OUTLINE

This section presents the **required** outline that must be followed when submitting an Application in response to this RFA. Applications must include each of the components listed below, in the order specified:

1. A Table of Contents that exactly conforms to and includes each of the required components.
2. **Appendix A**, the Summer Youth Experience Program Application.
3. Appendix B, Confirmation of contract name and number in good standing.
4. Appendix C, Forms:
   a. Declaration of Confidential Information
   b. Conflict of Interest - Disclosure Statement
   c. Addendum Acknowledgement
   d. Certification Regarding Lobbying

The following hyperlink, **Appendix A**, the SYEP Application, is your application for submission to the SYEP.

The Official Contact is the **only authorized recipient** of applications submitted in response to this RFA. **THIS IS AN ELECTRONIC SUBMISSION.**

II. INSTRUCTIONS

A. OFFICIAL CONTACT, SCHEDULE AND DELIVERY REQUIREMENTS

1. **Official Contact.** DORS has designated the individual below as the Official Contact for purposes of this RFA. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Applicants, prospective Applicants 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 RFA is strictly prohibited. **Applicants or prospective Applicants who violate this instruction may risk disqualification from further consideration.**

   Name: Marcia McDonough, Contract Administration & Procurement
   Address: 55 Farmington Avenue, Hartford, CT 06105-3730
   Phone: 860-424-5214
   Fax: 860-424-5800
   E-Mail: marcia.mcdonough@ct.gov

   Applicants are required to ensure that e-mail screening software (if used) recognizes and will accept e-mails from the Official Contact.

2. **RFA Information.** The RFA, addenda to the RFA and other information as associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

   State Contracting Portal, under the Department of Social Services
   http://das.ct.gov/Director.aspx?Page=12

   The Department of Rehabilitation Services
   http://www.ct.gov/dors/site/default.asp

   It is strongly recommended that any Applicant or prospective Applicant subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing procurements and addenda that are posted on the portal. While this service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFA, it is incumbent upon each Applicant or prospective Applicant to monitor the State Contracting Portal for information regarding this and any other procurement.

3. **Application Schedule.** See below. The Department may amend the schedule, as needed. Any change will be made by means of an amendment to this RFA and will be posted on the Department's Web Page and the State Contracting Portal.

Milestones	Dates
RFA Released	February 20, 2015
Questions	February 27, 2015
Responses to Questions	March 6, 2015
Letter of Intent	March 13, 2015
Application Due Date	**March 27, 2015**
Successful Applicant(s) Announced	*TBD
Contract Negotiations Begin (tentative)	*TBD
Contract Begins	**July 1, 2015**

4. **Letter of Intent.** Prospective Respondents are encouraged, but not required to submit a Letter of Intent (LOI). The LOI is non-binding and does not obligate the sender to submit an Application. The LOI must be submitted to the Official Contact by e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number and e-mail address. Please submit your LOI **via e-mail, subject line: LOI SYEP RFA,** to the Official Contact for this RFA (Marcia.mcdonough@ct.gov) **and include the proposed regions to be served.**

5. **Inquiry Procedures.** All questions regarding this RFA or the Department's procurement process must be submitted **via e-mail** to the Official Contact. 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 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 requirements of the RFA or the procurement process will not be answered. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written addendum to this RFA. If any answer to any question constitutes a material change to the RFA, the question and answer will be placed at the beginning of the addendum and duly noted as such. The agency will release the answers to questions on the dates established in the Procurement Schedule. The Department will publish any and all amendments or addenda to this RFA on the State Contracting Portal, the Department of Social Services Website and on the Department's RFA Web Page. Applications **must include a signed Addendum Acknowledgement, which will be placed at the end of any and all amendments or addenda to this RFA.**

6. **SYEP RFA Due Date and Time.** The Official Contact is the **only authorized recipient** of applications received in response to this RFA. **Applications must be received by the Official Contact via e-mail.**

   Due Dates. This is an electronic Application Submission. Applicants shall put in the subject line, **SYEP_RFA_022015**.

Applications will be accepted by the Official Contact, **marcia.mcdonough@ct.gov.** The last date for submission of Applications is **March 27, 2015 @2:00 PM**.

The electronic submission must be compatible with *Microsoft Office Word.*

7. **Declaration of Confidential Information.** Applicants are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If an Applicant deems that certain information required by this RFA is confidential, the Applicant must label such information as CONFIDENTIAL. In Section C of the application, the Applicant must reference where the information labeled CONFIDENTIAL is located. (*EXAMPLE: Section G.1.a.)* For each subsection so referenced, the Applicant 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 position of the Applicant 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).

8. **Conflict of Interest - Disclosure Statement.** Applicants 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 Applicant 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 an Applicant 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 respondent or is not in the best interests of the State. In the absence of any conflict of interest, an Applicant must affirm such in the disclosure statement. *Example: "[name of Applicant] 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. APPLICATION FORMAT INFORMATION

1. **Required Outline.** All applications must follow the required outline presented in SECTION I-GENERAL INFORMATION, B. APPLICATION OUTLINE. Applications that fail to follow the required outline will be deemed non-compliant and will not be reviewed.

2. **Attachments.** Attachments other than the required Appendices and Forms identified in SECTION I-GENERAL INFORMATION, B. APPLICATION OUTLINE are not permitted. Further, the required Appendices must not be altered or used to extend, enhance, or replace any component required by this RFA. Failure to abide by these instructions will result in disqualification.

3. **Electronic Submission Requirements.** All applications must be submitted via e-mail to Marcia.McDonough@ct.gov. **SYEP_RFA_022015 shall be in the subject line.**

C. EVALUATION OF SUBMISSIONS

1. **Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of submissions received in response to this RFA. When evaluating submissions, negotiating with the successful Respondent(s), and offering the

   right to negotiate a contract, the Department will conform to its written procedures for POS 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).

2. **Evaluation Team.** The Department will designate an Evaluation Team to evaluate qualifications submitted in response to this RFA. The contents of all submissions, including any confidential information, will be shared with the Evaluation Team. Only submissions found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Submissions that fail to comply with all instructions will be rejected without further consideration. Attempts by any Respondent (or representative of any Respondent) to contact or influence any member of the Evaluation Team may result in disqualification of the Respondent.

3. **Minimum Submission Requirements.** All submissions must comply with the requirements specified in this RFA. To be eligible for evaluation, submissions must (a) be received on or before the due date and time; (b) meet the Submission Format requirements; (c) follow the required Submission Outline; and (d) be complete. Submissions that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any submission that deviates significantly from the requirements of this RFA.

4. **Evaluation Criteria (and Weights).** Submissions meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Team will use to evaluate the technical merits of the submissions. Only the criteria listed below will be used to evaluate submissions. The criteria are weighted according to their relative importance. The weights are confidential.

   Appendix A, the SYEP Application

5. **Respondent Selection.** Upon completing its evaluation of submissions, the Evaluation Team will submit the rankings of all submissions to the Department head. The final selection of a successful Respondent is at the discretion of the Department head. Any Respondent 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. Pursuant to Governor M. Jodi Rell's Executive Order No. 3, any resulting contract will be posted on the State Contracting Portal. All unsuccessful Respondents will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and Respondent selection process.

6. **Debriefing.** After receiving notification of the outcome of the review from the Department, any Applicant may contact the Official Contact, Marcia McDonough, Contract Administration, at (860)424-5214 or **Marcia.McDonough@ct.gov** and request a Debriefing of the procurement process and its application. If Applicants still have questions after receiving this information, they may contact the Official Contact

and request a meeting with the Department to discuss the procurement process. The Department shall schedule and conduct Debriefing meetings that have been properly requested, within fifteen (15) days of the Department's receipt of a request. The Debriefing meeting must not include or allow any comparisons of any applications with other applications. The Debriefing process shall not be used to change, alter, or modify

the outcome. More detailed information about requesting a Debriefing may be obtained from the Official Contact.

7. **Appeal Process.** N**ot later than thirty (30) days** after the Department notifies Applicants about the outcome of their application, Applicants may submit an Appeal to the Department. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. Applicants may appeal any aspect of the Department's procurement; however, such Appeal must be in writing and must set forth facts or evidence in sufficient and convincing detail for the Department to determine whether during any aspect of the procurement there was a failure to comply with the State's statutes, regulations, or the provisions of the RFA. Any such Appeal must be submitted to the Agency Head with a copy to the Official Contact. The must include the basis for the Appeal and the remedy requested. 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 with a successful Applicant. More detailed information about filing an Appeal may be obtained from the Official Contact.

8. **Contest of Solicitation or Award.** Pursuant to Section 4e-36 of the Connecticut General Statutes, "Any bidder or proposer on a state contract may contest the solicitation or award of a contract to a subcommittee of the State Contracting Standards Board…" More detailed information is available on the State Contracting Standards Board web site http://www.ct.gov/scsb/site/default.asp.

9. **Contract Execution.** Any contract developed and executed as a result of this RFA is subject to the Department's contracting procedures, which may include approval by the Department of Administrative Services and Office of the Attorney General.

III. MANDATORY PROVISIONS

A. STANDARD CONTRACT, PARTS I AND II

By submitting an Application in response to this RFA, the Applicant implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract":

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, budget, reports, and program-specific provisions of any resulting 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 contract. Part II is available on OPM's web site at: http://www.ct.gov/opm/fin/standard_contract.

Note:
Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations.

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

B. ASSURANCES

By submitting an Application in response to this RFA, an Applicant implicitly gives the following assurances:

1. **Collusion.** The Applicant represents and warrants that the Applicant did not participate in any part of the RFA development process and had no knowledge of the specific contents of the RFA prior to its issuance. The Applicant further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the Applicant's submission. The Applicant also represents and warrants that the application is in all respects fair and is made without collusion or fraud.

2. **State Officials and Employees.** The Applicant 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 RFA. 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 Applicant, contractor, or its agents or employees.

3. **Validity of Application.** The Applicant certifies that the application represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFA and any amendments or attachments hereto. The application shall

remain valid for a period of 180 days after it has been received by the Department and may be extended beyond that time by mutual agreement. At its sole discretion, the Department may include the application, by reference or otherwise, into the resultant contract with a successful Applicant.

4. **Press Releases.** The Applicant agrees to obtain prior written consent and approval of the Department for press releases that relate in any manner to this RFA or any resultant contract.

C. TERMS AND CONDITIONS

By submitting an Application in response to this RFA, an Applicant 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 an Applicant in preparing, submitting, or clarifying any qualifications submitted in response to this RFA.

3. **Exclusion of Taxes.** The Department is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Applicants are liable for any other applicable taxes.

4. **Changes to Application.** No additions or changes to the original application will be allowed after submission. While changes are not permitted, the Department may request and authorize Applicants to submit written clarification of their application, in a manner or format prescribed by the Department, and at the Applicant's expense.

5. **Supplemental Information.** Supplemental information will not be considered after an application is received, unless specifically requested by the Department. The Department may ask the Applicant to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in their application. 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 Applicants invited to make such a demonstration, interview, or oral presentation.

6. **Presentation of Supporting Evidence.** If requested by the Department, the Applicant must be prepared to present evidence of experience, ability, data reporting capabilities, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFA. At its discretion, the Department may also check or contact any reference provided by the Applicant.

7. **RFA Is Not An Offer.** Neither this RFA nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department or confer any rights on any Applicant unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the Applicant 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 Applicant or for payment of services under the terms of the contract until the successful Applicant 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 an Application in response to this RFA, the Applicant implicitly accepts that the following rights are reserved to the State:

1. **Timing Sequence.** The timing and sequence of events associated with this RFA shall ultimately be determined by the Department.

2. **Amending or Canceling RFA.** The Department reserves the right to amend or cancel this RFA 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 Applications.** In the event that no acceptable Applications are submitted in response to this RFA, 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 Applications.** The Department reserves the right to award in part, to reject any and all applications in whole or in part, for misrepresentation or if the application limits or modifies any of the terms, conditions, or specifications of this RFA. 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 any application submitted after the closing date of April 1, 2015, 2:00 PM.

5. **Sole Property of the State.** All applications submitted in response to this RFA 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 RFA shall be the sole property of the State, unless stated otherwise in this RFA 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 RFA. The Department further reserves the right to contract with one or more Applicants for such services.

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 and subsequently awarding the contract to another. 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 Applicant is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the Applicant.

■ E. STATUTORY AND REGULATORY COMPLIANCE

By submitting an application in response to this RFA, the Applicant implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to:

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). Applicants are generally advised not to include in their applications any confidential information. If the Applicant indicates that certain documentation, as required by this RFA, 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 Applicant has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While an Applicant 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. IMPORTANT NOTE: The Applicant must upload the Workplace Analysis Affirmative Action Report through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and the Department of Rehabilitation Services can review said document online. The DAS guide to uploading affidavits and nondiscrimination forms online is embedded in this section as a hyperlink.

3. **Consulting Agreements, C.G.S. § 4a-81.** Applications for State contracts with a value of $50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall require a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "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 contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's website at OPM: Ethics Forms
   IMPORTANT NOTE: The Applicant must upload the Consulting Agreement Affidavit (OPM Ethics Form 5) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and the Department of Rehabilitation Services can review said document online. The DAS guide to uploading affidavits and nondiscrimination forms online is embedded in this section as a hyperlink.

4. **Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If an Applicant is offered an opportunity to negotiate a contract with an anticipated value of $50,000 or more in a calendar or fiscal year, the Applicant must

   fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at OPM: Ethics Forms
   IMPORTANT NOTE: The selected Applicant(s) must upload the Gift and Campaign Contributions Certification (OPM Ethics Form 1) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division prior to contract execution, and the Department of Rehabilitation Services can review said document online. The DAS guide to uploading affidavits and nondiscrimination forms online is embedded in this section as a hyperlink.

5. **Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If an Applicant is offered an opportunity to negotiate a contract, the Applicant must provide the Department with *written representation* or *documentation* that certifies the Applicant complies with the State's nondiscrimination agreements and warranties. A 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 nondiscrimination certification forms are available on OPM's website at OPM: Nondiscrimination Certification
   IMPORTANT NOTE: The selected Applicant(s) must upload the Nondiscrimination Certification through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division prior to contract execution, and the Department of Rehabilitation Services can review said document online. The DAS guide to uploading affidavits and nondiscrimination forms online is embedded in this section as a hyperlink.

6. **Certification Regarding Lobbying,(embedded as a hyperlink)** - **To submit a responsive Application, THE APPLICANT SHALL** provide a signed statement to the effect that no funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

IV. DEPARTMENT/PROGRAM INFORMATION

A. DEPARTMENT OVERVIEW

The Department of Rehabilitation Services (DORS) contains thirteen (13) distinct programs, including two Vocational Rehabilitation (VR) programs. The general VR program, situated within DORS Bureau of Rehabilitation Services (BRS), serves individuals with all types of disabilities except those with the primary disability of legal blindness. Consumers that are legally blind are served by the state VR program for the Blind, which is housed within the Department's Bureau of Education and Services for the Blind (BESB). Consumers that are legally blind and deaf or hard of hearing are served by either BRS or BESB.

The Department provides a broad range of services to persons with disabilities, families and individuals who need assistance in maintaining or achieving their full potential for self-direction, self-reliance and independent living. By statute, the Department is the State agency responsible for administering a number of programs under federal legislation, including the Rehabilitation Act, the Assistive Technology Act and the Social Security Act.

The Department is headed by the Commissioner of the Department of Rehabilitation Services. The Department administers services that are delivered on a statewide basis with central office support located in Hartford.

Department Mission

The Department's mission is to maximize opportunities for people in Connecticut with disabilities to live, learn and work independently.

Department Vision

The Department works to support individuals with disabilities to achieve independence and self-sufficiency.

B. PROGRAM OVERVIEW

The Department of Rehabilitation Services is seeking applications to provide community based rehabilitation services related to the Department's **Summer Youth Experience Program (SYEP) 2015.** For an application to be considered, it must be from an organization that as of **March 27, 2015** is under contract with the Department as a Community Rehabilitation Provider (CRP).

The purpose of this program is to secure short term work experiences and provide specialized support services to consumers from targeted populations.

The overarching program goals are to:

1. Give transition-aged consumers (under the age of 24) an opportunity to gain valuable work experience in an actual work environment over a 12 week period between July and September of 2015;

2. Implement newly established services that are designed to assess and support these targeted transition-aged youth; and

3. Collect data during and at the conclusion of the work experiences that will be analyzed and contribute to future service planning related to the pre-employment skill development of transition-aged youth. A projected outcome of this program is that this summer work experience will lead to an increase in future successful vocational outcomes of the youth.

The Department is seeking through this procurement process a minimum number of contractors necessary to meet the projected capacity and services demand of the SYEP, 2015.

Successful Applicants will be required to provide the Department's established set of SYEP services and to complete standardized reports. Resultant Contractor may, upon receipt of formal written prior authorization, also be contracted to provide additional community based vocational services as needed.

This program will focus on transition age youth, including the provision of services to the following target populations:

1) Deaf or hard of hearing; 2) Monolingual Spanish speaking; 3) Autism Spectrum Disorder and 4) Psychiatric disabilities.

C. OBJECTIVES, ACTITIVITES AND EXPECTATIONS OF THE SUMMER YOUTH EXPERIENCE PROGRAM

Part I: Organizational Program Plan

The Applicant, by submitting Appendix A, the SYEP Application, is required to:

- Provide an overall description of the organization.

- Provide an attestation concerning the organization's capacity to serve the target transition-age youth populations. Statements related to knowledge, expertise and experience in working with students within all disability populations must be included.

- Submit an organizational plan that delineates the ability of the organization to serve a proposed number of individuals by geographical area in which the Applicant will serve.

- Submit a list of the target populations (described in the program overview section) to be served by the Applicant, including those that have communication (deaf and hard of hearing and monolingual Spanish) needs.

- Submit staff credentials and language proficiency for those individuals who will be direct service staff for SYEP. These credentials should be presented for each specific job title that will work directly on the SYEP program. Credentials should include the education level, language proficiency in American Sign Language (ASL) or Spanish, as well as the experience in providing employment services to individuals served by the Department.

- Provide the number of staff who will be performing job development activities and the number of staff who will be performing the hourly SYEP services.

- Identify a facility to hold a group orientation.

- Provide assurances that staff in SYEP will participate in mandatory trainings: CRP direct service staff will be required to attend a DORS sponsored training for SYEP target populations. <u>Only staff that attends the training(s)</u> will be able to serve SYEP consumers.

- Submit a statement attesting that services currently available through the Applicant organization for non-SYEP consumers will continue without interruption throughout the duration of the SYEP.

Part II. Program Structure and Scope Requirements of the SYEP Service Package

The Resultant Contractor is required to provide the following services:

SYEP 2015 Services

Work Experience Development #1: Secure work experience site. Site must be in an integrated, competitive work setting. A maximum of three (3) consumers will be allowed to participate in one (1) site. Payment is contingent upon Department acceptance of site.

Orientation: Provided prior to the start of the work experience. These five (5) hours of services will be used for interview preparedness activities.

Onboarding Supports: On-site evaluation support will be provided during the first week of the work experience. These eight (8) hours of support will be provided with the goal of fostering natural supports and assisting in determining whether or not the consumer will need additional supports during the work experience. An Onboarding Report will be submitted to the counselor prior to the end of first week of the consumer's program.

Tracking Supports: Provide weekly follow along services to review consumer's performance with the employer. This weekly one (1) hour service could include attending on-site meetings with the employer and/or consumer. A brief standardized progress report must be submitted weekly.

On-Site Supports: Provide on-site supports as needed upon prior authorization by the Department. Reports will be required. On-site supports are designed to enable the consumer to successfully engage in the SYEP experience. Supports may include but are not limited to the following: basic task instruction, demonstration or other reinforcement.

- Assistance with communication to employer/co-worker or assimilating to environment.
- Assistance managing and/or communicating any scheduling issues.
- Assistance with dealing with any disability-related issues that may arise.

- Observation and feedback/suggestions to consumer regarding the experience.

Consumer Wages: SYEP candidate is placed on the CRP's payroll. Consumer is paid minimum wage. CRP is reimbursed for minimum wage, applicable insurances and administrative costs at a set rate.

Work Experience Development #2: Full payment is contingent upon completion of a consumer participating in a minimum of 135 hours of the work experience.

Exit Report with Interview**:** Exit interview and final report. This is a three (3) hour service. One (1) hour is allotted for the interview and two (2) hours to complete report.

Part III. Program Tracking and Reporting Requirements

The Resultant Contractor is required to:

- Submit a list of potential sites for the twelve (12) week work experience. To be considered valid, a site must offer a minimum of an six (6) week work experience. Sites will need to be submitted to the Department for approval prior to the start date of the SYEP.

- Submit individualized reports as required by each service for participants.

Part IV. SYEP Services 2015 Base Rates

- Work Experience Development #1: $200.00

- Orientation: $267.65

- Onboarding Supports: $54.42 Hourly Rate

- Tracking Supports: $54.42 Hourly Rate

- On-Site Supports: $54.42 Hourly Rate

- Consumer Wages: $12.33 Hourly Rate

- Work Experience Development #2: $300.00 payable when consumer has completed 135 hours of the work experience

- Exit Report with Interview: $163.26