

Renewal - **REQUEST FOR PROPOSAL (RFP)**
BY
THE STATE OF CONNECTICUT
CHILDREN'S TRUST FUND
FAMILY SCHOOL CONNECTION

GENERAL INSTRUCTIONS

Complete all requirements of this RFP. Fill in the blank spaces based on the information from the RFP letter you received from the Children's Trust Fund.

BACKGROUND

The State of Connecticut, Children's Trust Fund, is seeking a proposal to renew a contract with _____ to offer the Family School Connection (FSC)

_____ Name of organization
program in the service area of _____ Name of school.

The FSC program provides services to parents in order to prevent child abuse and neglect and ensure that children are achieving at school.

The FSC program is authorized in accordance with Sec. 17a-50 of the Connecticut General Statutes. The requested services will be awarded through a competitive procurement process and funded by State dollars.

SCOPE OF SERVICES

- Establish a FSC program within the designated service area.
- Provide FSC services in the designated service area, in accordance with the FSC program's policies, procedures, and requirements.
- Comply with all research and data collection requirements of the FSC program.
- Participate in FSC collaborative network and enter into prescribed agreements with the designated elementary school.
- Establish an advisory board, comprised of representatives of community agencies or other members of the community within the new service area.
- Complete all pre-service and in-service training requirements of the FSC program.

CONTRACTOR QUALIFICATIONS

Eligible proposers are public or private non-profit provider organizations with administrative offices located within the city of the designated elementary school. Proposers must have (1) experience and demonstrated success working with the target population; (2) sufficient managerial and administrative support staff to implement the required FSC services in the proposed service area, including the ability to meet data submission requirements; (3) the ability to work cooperatively and collaboratively with other agencies; and (4) the capacity to provide their staff with access to training.

At time of contract, successful proposers will be required to show evidence of incorporation in the State of Connecticut, having obtained a Certificate of Authority from the Secretary of State, or other authorization to conduct business in the State of Connecticut in order to enter into a contract with the Children's Trust Fund for these purposes.

FUNDING

The State awarded contract will have a maximum amount of \$ _____.

CONTRACT PERIOD

Contracts will be awarded for _____ year term. The State anticipates that successful proposers will commence work on or about _____ and continue until _____. The contract may, upon mutual agreement, be extended beyond the initial contract period. Ongoing funding is contingent upon the continued availability of funds to the Children's Trust Fund for this program and the performance of the awarded contractor(s).

SUBMISSION DEADLINE

The due date for proposals is 12:00 P.M. on _____. Proposals must be received in the required packaging and labeling at the Children's Trust Fund, 410 Capitol Avenue, Hartford, CT 06106 (ATTN: Jacqueline Lewis) not later than the deadline. Late submissions will not be accepted. Faxed or e-mailed proposals will not be accepted.

No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification of proposals may be required by the State at the proposer's sole cost and expense.

REVIEW CRITERIA

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

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

1. *STATEMENT OF WORK.* Emphasis will be on grasp of the complexities involved, soundness of approach, and the quality of the overall proposal including the proposer's ability to complete the steps and produce the necessary products within the required time frame and within the budget as stated in the proposal.
2. *PROPOSED COST.*
3. *ORGANIZATIONAL PROFILE.*
4. *PERSONNEL RESOURCES.* Background, qualifications, and previous experience of personnel to be assigned to the project and their demonstrated competence, experience and expertise in the type of work to be performed.
5. *DEMONSTRATED COMMITMENT TO AFFIRMATIVE ACTION.*

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

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

RFP INSTRUCTIONS

- A. *Official State Contact.* Proposers are required to limit their contact regarding this RFP to the person named herein. The Official State Contact for the purpose of this RFP is:

Jacqueline Lewis
Secretary
Children's Trust Fund
410 Capitol Avenue
Hartford, Connecticut 06106-1308
TEL. (860) 418-8765
FAX: (860) 418-8780
E-MAIL: jacqueline.lewis@ct.gov

- B. *Proposer's Authorized Representatives.* Proposers must designate an authorized representative and one (1) alternate. Provide the name, title, address, telephone and facsimile numbers, e-mail address, and normal working hours for each representative. This information must be submitted to the Official State Contact with the proposal.

- C. *Resource Library.* The State requires proposers to read the following information related to this project:

- Children's Trust Fund, *Family School Connection Policy Manual*, [2007 Edition].

The manual is a comprehensive source of information about the FSC program's policies, procedures, practice issues, and requirements.

To access the policy manual:

Go to: <http://www.ct.gov/ctf>

Click on: Publications

Click on: [FSC Policy Manual 2007 Edition](#)

- D. *Packaging and Labeling Requirements.* All proposals must be submitted in sealed packages. All proposals must be addressed to the Official State Contact. The name and address of the proposer must appear in the upper left hand corner of the envelope or package. An original (clearly identified as such) and six (6) copies of the proposal must be submitted. The proposal must be signed by the proposer. Unsigned proposals will be rejected. Proposals transmitted by facsimile or e-mail will not be accepted or reviewed.

- E. *Proposals Due.* An original and six (6) copies of the proposal must be received no later than 12:00 P.M. on _____. **Postmark date will not be considered the basis for meeting any submission deadline.**
- F. *Minimum Submission Requirements.* At a minimum, proposals must be (1) submitted before the deadline, (2) satisfy the packaging and labeling requirements, (3) follow the required format, (4) be complete, (5) include all required forms, and (6) be duly executed by signing the CTF's Agreements and Assurances form. Proposals that fail to meet these minimum submission requirements may be disqualified and not reviewed further.
- G. *Multiple Submissions.* The State is not accepting multiple submissions in response to this RFP.
- H. *Screening Committee.* A Screening Committee comprised of State staff or other designees as deemed appropriate will evaluate qualified proposals submitted in response to this RFP and recommend finalists for consideration. The final selection will be made by the Executive Director of the Children's Trust Fund.
- I. *Contractor Selection.* It is the State's intention to notify the successful proposer(s) by _____ and to initiate this engagement as soon as possible thereafter.

RFP CONDITIONS

All proposers must be willing to adhere to the following conditions and must positively state this in the proposal by completing the **Agreements and Assurances form**.

- A. 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.
- B. All proposals in response to this RFP are to be the sole property of the State. Proposers are encouraged **NOT** to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws. The Connecticut 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. An example of an exemption is a "trade secret," as defined by Connecticut General Statutes Section 1-210(b)(5)(A). Confidential information must be separated and isolated from other material in the proposal and labeled **CONFIDENTIAL** and enclosed in a separate envelope.

If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, by specifically and clearly marking said documentation as **CONFIDENTIAL**, the State will endeavor to keep said information confidential to the extent permitted by law. The State, however, 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. As set forth below, the proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall the State or any of its staff have any liability for disclosure of documents or information in the possession of the State which the State or such staff believes to be required pursuant to the FOIA or other requirements of law.

IMPORTANT NOTE: If the information is not readily available to the public from other sources and the proposer submitting the information requests confidentiality, then the information generally is considered to be "given in confidence." A convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 1-210(b) of the Connecticut General Statutes shall be prepared by the proposer and shall accompany the proposal. The rationales and explanation shall be simply stated in terms of the prospective harm to the competitive position of the proposer that would result if the identified information were to be released, and you shall state the reasons why you believe the materials are legally exempt from release pursuant to Section 1-210(b) of the Connecticut General Statutes.

- C. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of the State.
- D. Timing and sequence of events resulting from this RFP will ultimately be determined by the State.
- E. The proposer's proposal shall remain valid for a period of 180 days after the closing date for the submission and may be extended beyond that time by mutual agreement.
- F. All proposed costs must be fixed through the period of the agreement. No cost submissions that are contingent on a State action will be accepted.
- G. The State may amend or cancel this RFP, prior to the due date and time, if the State deems it to be necessary, appropriate or otherwise in the best interests of the State. All amendments to this RFP will be posted on the State Contracting Portal found at www.das.state.ct.us/Purchase/Portal/Portal_Home.asp. Proposers may also access the "RFPs & Contracting" link on the State of Connecticut Children's Trust Fund's website at www.ct.gov/ctf to view the posted amendments. Proposers are solely responsible for accessing the State Contracting Portal or the Children's Trust Fund website to receive any amendments to this RFP. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered.
- H. The personnel identified in the proposer's response to this RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the proposal during the course of the project must be approved by the State, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the State. At its discretion, the State may require the removal and replacement of any of the proposer's personnel who do not perform adequately, regardless of whether they were previously approved by the State.
- I. Any costs and expenses incurred by proposers in preparing or submitting proposals are the sole responsibility of the proposer.
- J. A proposer must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the proposal.
- K. No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required by the State at the proposer's sole cost and expense.
- L. Proposers may be asked to give demonstrations, interviews, presentations or further explanation to the RFP Screening Committee.
- M. The proposer represents and warrants that the proposal is not made in connection with any other proposer and is in all respects fair and without collusion or fraud. The proposer further represents and

warrants that they did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the State participated directly in the proposer's proposal preparation.

- N. All responses to the RFP must conform to instruction. Failure to include any required signatures, provide the required number of copies, meet deadlines, answer all questions, follow the required format, or failure to comply with any other requirements of this RFP may be considered appropriate cause for rejection of the response.
- O. The proposer accepts the State's standard contract language (Parts I & II) for the purchase of service (POS). The standard contract is available on the Children's Trust Fund's website at www.ct.gov/ctf under the "RFPs & Contracting" link.
- P. The proposer will not be required to furnish a performance bond upon award of the contract.
- Q. This RFP is not an offer and neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State 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 State and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability 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 State and by the Attorney General's Office. The contract may be amended only by means of a written instrument signed by the State, the proposer, and the Attorney General's Office.
- R. Pursuant to Connecticut General Statutes § 4a-81, bids or proposals 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 include a **Consulting Agreement Affidavit** (Form 5) attesting to whether any consulting agreement has been entered into in connection with the bid or proposal. Such affidavit shall be required if any duties of the consultant included communications concerning business of such State agency, whether or not direct contact with a State agency, State or public official or State employee was expected or made. 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 Chapter 10 of the general statutes as of the date such affidavit is submitted in accordance with the provisions of Connecticut General Statutes § 4a-81.

NOTE: Upon contract execution, proposers are required to complete and submit **Gift and Campaign Contribution Certification** (Form 1), available at www.ct.gov/opm and click on the "Ethics Affidavit" link.

- S. Public Act 07-142 and Public Act 07-245 have amended the nondiscrimination provisions of the Connecticut General Statutes to add civil unions to the existing protected classes and to require State contractors to adopt policies in support of the new statutes by means of a resolution. Accordingly, the **Nondiscrimination Certification** that the successful contractor must deliver at the time that it executes the Contract is available at www.ct.gov/opm and click on the "Nondiscrimination Certification" link. The execution and submittal of this certificate is a condition precedent to the State's executing the Contract,

unless the contractor is exempt from this statutory requirement, in which case the contractor must obtain a written waiver from the State's Commission on Human Rights and Opportunities.

RIGHTS RESERVED TO THE STATE

The State reserves the right to award in part, to reject any and all bids in whole or in part for misrepresentation or if the proposer is in default of any prior State contract, or if the bid or proposal limits or modifies any of the terms and conditions and/or specifications of the RFP. The State also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the State will be served.

The State 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.

REQUIRED FORMAT FOR PROPOSALS

All proposals must follow the required format and address all requirements listed in the prescribed order using the prescribed numbering system. Failure to follow the required format may result in disqualification of a proposal.

- Page Size: 8 ½ x 11, Portrait
- Font Size: 12 pitch
- Font Type: Times Roman
- Margins: 1" minimum on the top, bottom, and sides of all pages
- All pages must be numbered.
- Maximum number of pages: sixty (60) including all required forms.
- Do not use material dependant on color distinctions, animated electronics, etc. in proposals.
- Do not place proposals in notebooks or binders. Metal clips may be used to bind pages together.
- Do not include attachments other than those requested or required by this RFP.

Section 1 – TABLE OF CONTENTS

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

Section 2 – PROPOSER INFORMATION

Complete the following forms and include any other requested documentation that may pertain to your legal status. The forms are redundant in certain areas. However, each form satisfies a solicitation or contracting requirement of the State, and the redundancy cannot be avoided at this time. All forms are available at www.ct.gov/ctf under the "RFPs & Contracting" link.

- a. State of Connecticut, Agency Vendor Form (SP-26NB)
- b. IRS, Request for Taxpayer Identification Number and Certification, Form W-9
- c. CHRO Contract Compliance Package
 - Notification to Bidders Form
 - Bidder Contract Compliance Monitoring Report

Section 3 - ORGANIZATIONAL PROFILE

- a. *Qualifications.* Provide an overview of your organization, including years in operation, mission, and the current range of services that the organization provides. Describe how your organization meets the required contractor qualifications of this RFP: (1) experience and demonstrated success working with the target population; (2) sufficient managerial and administrative support to implement the FSC services required by this RFP in the proposed service area, including the ability to meet data submission requirements; (3) the ability to work cooperatively and collaboratively with other agencies; and (4) the capacity to provide staff with professional development or training opportunities.
- b. *Summary of Relevant Experience.* Provide a listing of projects that your organization has completed within the last three (3) years in the subject area, with emphasis on activities relevant and related to the proposed project.
- c. *Organization Chart.* Provide a diagram showing the hierarchical structure of functions and positions within your organization. Indicate on the diagram where the following functions related to this project will be located: supervision of the FSC Program Manager, contract management, staff development, program development, and administrative support. See Section 5(b), Key Personnel, for more information about the supervision function.
- d. *Financial Condition.* Include the two (2) most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA). If a proposer has been in business for less than two years, such proposer must include any financial statements prepared by a Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA) for the entire existence of such firm or corporation.
- e. *References.* Include three (3) letters of reference from recent clients. For the purpose of this RFP, "client" is defined as an individual or group of individuals, corporation, organization, or government entity that has purchased, used, been served by, or otherwise benefited from the proposer's services. Provide the following information for each reference: name, title, name of company, company address, and telephone number.

Section 4 (A) - STATEMENT OF WORK - General

- a. *Service Area.* Indicate the service area covered by this proposal.
- b. *Agreements and Assurances.* Proposers must agree to meet all requirements of the FSC program. Requirements are listed on the Children's Trust Fund's Agreements and Assurances Form available at www.ct.gov/ctf under the "RFPs & Contracting" link. The form must be signed by the organization's Chief Executive Officer or another official with signatory authority and submitted with the proposal. Proposals submitted without a signed form will be deemed incomplete and will not be considered.

Section 4 (B) - STATEMENT OF WORK – Intensive Home Visiting Services

Intensive Home Visiting Services. The State has developed the work requirements, methods, and timetable for implementing Intensive Home Visiting services, as described in the FSC Policy Manual. Include a statement that your organization has read and understands the State's work requirements, methods and timetables for these services and agrees to implement these services in accordance with the FSC Policy Manual.

Section 4 (C) - STATEMENT OF WORK – Program Implementaion

- a. *Memorandum of Agreement.* The State has developed certain requirements for the program to be based in an elementary school or to work in conjunction with an elementary school. All proposers that are not school based must submit a Memorandum of Agreement with the school that assures the program access to students who are often tardy, frequently absent or disengaged from the school, their student attendance records, and their families. The MOA must be signed by the School Principal and submitted with the proposer's application.

- b. *Work Plan.* The State has developed certain requirements for the FSC program. Proposers are directed to read these requirements as explained in the FSC Policy Manual. Develop a work plan describing **what steps** (e.g., activities, actions, tasks) your organization will take to implement the State's requirements for these services within the proposed service area.
- c. *Methods.* Describe **how** your organization will accomplish each step of the work plan, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes.
- d. *Timetable.* Include a proposed timetable, indicating **when** each step of your organization's proposed work plan for the program will be accomplished. Identify any significant milestones or deadlines.

NOTE: The work plan, methods, and timetable must be submitted in the format below. The step, method, and timetable shown here are for illustrative purposes only.

- a. Step: Develop a presentation to inform teachers about the program
- b. Method: (1) Describe program
 (2) Review goals and approach to providing services
 (3) Discuss risk factors for students served, including possible family issues
 (4) Provide information on curriculum and supervision available to home visitors
- c. Timetable: Complete presentation no later than April 21, 2008

Section 5 – PERSONNEL RESOURCES

- a. *Staffing Plan.* The State has determined the staffing plan for the FSC program. Minimum staffing requirements are indicated below. See FSC Policy Manual for job descriptions.

1 full-time Supervisor
3 full-time Home Visitors

Provide an organization chart showing anticipated lines of authority (reporting relationships) of the FSC program staff. Submit a staffing plan that discusses how and when your organization will hire staff and orient them to your organization, the program, the community, and their role and responsibilities.

Note: Your organization may hire additional staff for the FSC program if other funds are available for this purpose.

- b. *Key Personnel.* Provide the name and job title of the individual within your organization who will supervise the FSC Supervisor. Provide a copy of this individual's resume. On the organization chart required in Section 3, indicate this individual's location within your organization.
- c. *Advisory Board.* Provide a narrative explaining how your organization will establish collaborate relationships with community agencies and other community representatives within the new service area. Discuss your recruitment strategy for members of the advisory board. Provide a proposed meeting schedule and proposed agenda topics for the first year.

Section 6 - PROPOSED COST

Include a cost proposal using the following budget forms: Available at www.ct.gov

- a. Direct Services Salaries
- b. Administrative Support Salaries

- c. Expenses
- d. Income Allocation

e. Budget Narrative (no form provided): Prepare a narrative on your organization's letterhead that explains how the budget calculations and allocations were determined.

Note 1: The State of Connecticut is exempt from the payment of excise, transportation, and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in the proposed cost.

Note 2: All proposed costs are subject to the standards developed by the State's Office of Policy and Management for the purchase of service (POS). The cost standards must be incorporated into the provisions of all new State awards effective on or after January 1, 2007. Be advised that your organization's cost proposal is subject to revision prior to award in order to ensure compliance with the cost standards. For more information, go to www.ct.gov/opm and click on the "Purchase of Service" link

Section 7 – CONFLICT OF INTEREST

Include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest as defined by Connecticut General Statutes Section 1-85.

Section 8 – AFFIDAVITS (Consulting Agreement Affidavit)

Complete and submit a **Consulting Agreement Affidavit** (Form 5) attesting to whether any consulting agreement has been entered into in connection with the proposal. The affidavit is available online at www.ct.gov/opm and click on the "Ethics Affidavits" link.

Complete and submit a **State Contractor or Prospective State Contractor Affidavit** (SEEC Form SC 3) with this proposal. Complete and submit a **List of Principals** form (SEEC Form SC 32) to the State Elections Enforcement Commission, 20 Trinity Street, Campaign Finance Disclosure Unit, Third Floor, Hartford, CT 06106. Both forms are available at http://www.ct.gov/seec/lib/seec/Forms_SEEC_SC_3_SC_3A.pdf.

Include a statement in the proposal that your organization has submitted a List of Principals form to the SEEC, as required by law.

CHECKLIST OF REQUIRED FORMS

Section 2 – PROPOSER INFORMATION

- Agency Vendor Form (SP-26NB)
- (U.S.) Internal Revenue Service Form W-9
- Notification of Bidders Form
- Bidder Contract Compliance Monitoring Report

Section 4 – STATEMENT OF WORK

- Agreements and Assurances Form

Section 6 – PROPOSED COST

- Direct Services Staff Salaries 100A Budget Form
- Administrative Support Staff Salaries 100B Budget Form
- Expenses Budget Form (2 pages)
- Income Allocation Budget Form

Section 8 – AFFIDAVITS

- Consulting Agreement Affidavit Form (Form 5)
- State Contractor or Prospective State Contractor Affidavit (SEEC Form SC 3A)
- List of Principals (SEEC Form SC 3) >> send to State Elections Enforcement Commission, 20 Trinity Street, Campaign Finance Disclosure Unit, Third Floor, Hartford, CT 06106

**CHILDREN'S TRUST FUND
Family School Connection
RFP Issue Date: September 28, 2007**

AGREEMENTS AND ASSURANCES

The undersigned proposer affirms and declares that:

1. General

- This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.
- The services will be delivered to the State at the prices proposed therein and within the timeframes as delineated in the RFP.
- Neither the proposer or any official of the organization nor any subcontractor to the proposer or any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with the State of Connecticut or the Federal Government.
- Neither the proposer or any official of the organization nor any subcontractor to the proposer 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.

2. FSC Policies and Procedures

- The proposer has read and understands the FSC Policy Manual and will administer the FSC program within the proposer's service area accordingly.
- The proposer will follow the policies and procedures recommended by the Continuous Quality Improvement (CQI) Team and approved by the Children's Trust Fund.
- If elected to the delegation representing the site's region, the proposer will serve on the CQI Team.

3. Evaluation and Research

- The proposer will participate in the program evaluation and comply with all research requirements.

4. Memorandum of Agreement

- The proposer will participate in the collaborative network, attend regular meetings, and enter into a Memorandum of Agreement with an elementary school detailing how the program will obtain access to students and their families and attendance records.

5. Training, Curriculum and Supplies

- The proposer will allocate funding in the proposed budget for training for full-time and part-time staff, as described in the FSC Professional Development Policy.
- The proposer's staff will participate in the required FSC training, as described in the FSC Professional Development Policy.
- The proposer will purchase all required curriculum and materials.

Legal Name of Organization

Authorized Signatory

Date