

LEGAL NOTICE

Request for Proposals for Services

The State of Connecticut, Children's Trust Fund, is seeking proposals to support parent leadership training that offers participants an opportunity to develop advocacy skills.

The intent of this request is to identify public and private non-profit organizations with the necessary expertise to provide parent leadership training. Successful proposers will be responsible for providing parent engagement and leadership training in the state of Connecticut.

The request for proposals is available (1) on the State Contracting Portal at www.das.state.ct.us/Purchase/Portal/Portal_Home.asp; (2) on the Children's Trust Fund's website at www.ct.gov/ctf under the "RFPs & Contracting" link; or (3) from Jacqueline Lewis, Children's Trust Fund, 410 Capitol Ave., Hartford, Connecticut 06106. Telephone (860) 418-8765, Fax (860) 418-8780, E-Mail jacqueline.lewis@ct.gov. Deadline for submission of proposals is 12:00 P.M., October 19, 2007.

TO BE PUBLISHED

- CTF WEBSITE
- DAS WEBSITE
- CT Post, Bridgeport
- Danbury News Times
- Herald Press for Middletown, Bristol & New Britain
- Hartford Courant
- Manchester Journal
- New Haven Register
- New London Day
- Norwich Bulletin
- Stamford Advocate
- Waterbury Republican
- Willimantic Chronicle

REQUEST FOR PROPOSALS (RFP)
BY
THE STATE OF CONNECTICUT
CHILDREN'S TRUST FUND
Parent Leadership Training

BACKGROUND

The State of Connecticut, Children's Trust Fund, is seeking proposals to support parent leadership training for parents to become skilled advocates and strong voices for children at the local, state or national level.

In connection with this program, the Children's Trust Fund (hereinafter "State") is seeking to identify public or private non-profit organizations with the necessary expertise to support parent leadership training. Successful proposers will be responsible for offering community-based training based on a recognized parent leadership training curriculum as outlined in the scope of services.

The funding for the parent leadership training program is authorized in accordance with Sec. 17a-50 of the Connecticut General Statutes provisions regarding the Parent Trust Fund. The requested services will be awarded through a competitive procurement process and funded by State dollars authorized through the Connecticut General Assembly and the Governor's Early Childhood Cabinet, and private funds from the William Casper Graustein Memorial Fund.

SCOPE OF SERVICES

- Establish a service area for the parent leadership training within a designated community.
- Provide parent leadership training in the designated service area in accordance with a recognized parent leadership-training curriculum.
- Comply with all research and data collection requirements of the Children's Trust Fund.
- Participate in collaborative networks organized for these programs.
- Complete all pre-service and in-service training requirements based on the parent leadership training curriculum.

CONTRACTOR QUALIFICATIONS

Eligible proposers are public or private non-profit provider organizations. Proposers must have (1) experience and demonstrated success working with parents; (2) sufficient managerial and administrative support staff to implement the required training in the proposed service area, including the ability to meet data submission requirements (see Parent Trust Fund Program Report-www.ct.gov/ctf); (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 will award up to \$450,000 in contracts to qualified proposers to offer parent leadership training courses.

The State will award contracts for a minimum of \$4,000 and up to a maximum of \$22,000 for one parent leadership training course starting after January 1, 2008 and before February 29, 2008. The length of the course must correspond to the number of sessions required for the proposed curriculum. Examples are provided below.

Proposers must submit an application indicating a total grant request based on the following hourly rates: *

- The rate for any parent leadership training course is \$200 per hour of training.
- The rate for any parent leadership training course including a curriculum-based children's program is \$250 per hour of training.

Proposers must base their total budget on the hourly rate as applied to the course they are proposing. Proposals that exceed the hourly rate will not be considered.

Please use the table below as a guide:

Curriculum	Hours per session	Weeks	Total Hours	Cost per Hour	TOTAL
Parent Leadership Training Institute (PLTI)	4 (plus 1 day retreat)	20	88	\$200.00	\$17,600
Child Leadership Training Institute (CLTI)	4 (plus 1 day retreat)	20	88	\$50.00	\$4,400
People Empowering People (PEP)	2	10	20	\$200.00	\$4,000
Children's program – (PEP)	2	10	20	\$50.00	\$1,000
Parent Seeking Educational Excellence (SEE)	3 (plus 1 day retreat)	12	42	\$200.00	\$8,400
Children's program – (Parent SEE)	3 (plus 1 day retreat)	12	42	\$50.00	\$2,100

The above are examples. The choice of curriculum is limited to recognized parent leadership training models only.

* Note: Proposers have the option to offer child care. Cost related to child care must be included in the hourly fee.

CONTRACT PERIOD

Contracts will be awarded for a seven month period. The State anticipates that contracts will start on or about January 1, 2008 and end July 31, 2008.

SUBMISSION DEADLINE

The due date for proposals is 12:00 P.M. on October 19, 2007. 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.

Successful proposers will be notified on or around November 16, 2007.

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
 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. *Communications Notice.* All communications with the State or any person representing the State concerning this RFP are strictly prohibited, except as permitted by this RFP. Any violation of this prohibition by proposers or their representatives may result in disqualification or other sanctions, or both.
- D. *Timeline.* The following timeline, up to and including the deadline for submitting proposals, shall be changed only by an amendment to this RFP. Dates after the submittal deadline for proposals are target dates only.
- | | |
|-------------------------------|--|
| August 20, 2007 | RFP Released |
| September 4, 2007 | Proposers' Conference – Attendance is strongly encouraged. |
| September 17, 2007 | Deadline for Inquiries |
| September 24, 2007 | Anticipated Release of Official Answers to Inquiries |
| October 19, 2007 | Proposals Due |
| October 29 – November 2, 2007 | Optional Meetings with Proposers |
| November 9, 2007 | Anticipated Selection of Contractor |
| November 19, 2007 | Anticipated Start of Contract Negotiations |
| January 1, 2008 | Anticipated Start of Contract |
- E. *Letter of Intent.* No letter of intent is required for this RFP.
- F. *Proposers' Conference.* A proposers' conference will be held on September 4, 2007, from 1:00 to 3:00 P.M., at 470 Capitol Avenue, Conference Room C, Hartford, CT. 06106. For advance registration, please contact the Official State Contact. Attendance is strongly encouraged. Attendees will be allowed to ask oral questions at the conference. Oral answers given at the conference by the State will be tentative and non-binding. Written responses to all questions asked at the proposers' conference will be posted on Children's Trust Fund website at www.ct.gov/ctf under the "RFPs & Contracting" link not later than September 24, 2007.
- G. *Inquiry Procedures.* All questions regarding this RFP must be directed, in writing, to the Official State Contact by 12:00 P.M. on September 17, 2007. **The early submission of questions is encouraged.** A formal amendment to this RFP will be issued not later than September 24, 2007 to provide answers to questions.

The amendment will be posted on the State Contracting Portal 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 website at www.ct.gov/ctf to view the amendment. Only general questions about the parent leadership training, the RFP, or the procurement process will be answered. Questions deemed inappropriate will not be addressed. The State reserves the right to make this determination.

H. *Resources.* The State encourages proposers to read the following information related to this project:

- Parent Leadership Models
- Parent Trust Fund Program Report
- Course Start-Up Form

To access the information:

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

Click on: RFP's & Contracting

Click on: Parent Trust

Click on desired resource link

- I. *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 proposer must sign the proposal. Unsigned proposals will be rejected. Proposals transmitted by facsimile or e-mail will not be accepted or reviewed.
- J. *Proposals Due.* An original and six (6) copies of the proposal must be received no later than 12:00 P.M. on October 19, 2007. **Postmark date will not be considered the basis for meeting any submission deadline.**
- K. *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.
- L. *Multiple Submissions.* A proposer may submit a maximum of two (2) proposals in response to this RFP. Multiple submissions may include; two separate courses in the same service area, or a course in two service areas. Each proposal must be self-contained and packaged separately.
- M. *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 Screening Committee shall evaluate all proposals that meet the Minimum Submission Requirements. The final selection will be made by the Executive Director of the Children's Trust Fund.
- N. *Meetings with Proposers.* At its discretion, the State may convene meetings with proposers in order to gain a fuller understanding of their proposals. The meetings may involve demonstrations, interviews, presentations, or site visits. If the State decides meetings are warranted, the Official State Contact will contact proposers to make an appointment. Any such meetings are tentatively scheduled for the week of October 29 – November 2, 2007. During such meetings, proposals may not be supplemented, changed, or corrected in any way. No comments about other proposers or proposals will be permitted. Any and all costs associated with such meetings will be entirely at the proposer's expense.
- O. *Contractor Selection.* It is the State's intention to notify the successful proposer(s) on or before November 16, 2007 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**, CTF will endeavor to keep said information confidential to the extent permitted by law. CTF, 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 CTF or any of its staff have any liability for disclosure of documents or information in the possession of CTF which CTF 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 defects, 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 dependent 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 parents; (2) sufficient managerial and administrative support to implement the parent leadership training required by this RFP in the proposed service area, including the ability to meet data submission requirements (see Parent Trust Fund Program Report form at www.ct.gov/ctf); (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 parent leadership trainer and other support staff assigned to this project will be located. 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. 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:* Establish a service area for the parent leadership training within a designated community. Provide a description of the proposed service area and a rationale explaining why your organization is well suited to provide services in the proposed area.
- b. *Agreements and Assurances.* Proposers must agree to meet all requirements of the Children’s Trust Fund and the recognized parent leadership training curriculum. 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 – Parent Leadership Training

Parent Leadership Training. Please describe the depth of experience and expertise of your agency to successfully implement the curriculum you have chosen for this training. Include how your training is integrated into the continuum of services available to parents through your agency and in the community. If the training curriculum is not included among the examples listed in the chart on page two, the proposer must provide a rationale explaining why the selected curriculum should be considered a recognized parent leadership training curriculum. Attach a functional chart that identifies where the training falls within your agency structure.

Section 4 (C) - STATEMENT OF WORK – Parent Leadership Training

- a. *Work Plan.* Develop a work plan describing **what steps** (e.g., activities, actions, tasks) your organization will take to implement the parent leadership training curriculum.
- b. *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.
- c. *Timetable.* Include a proposed timetable, indicating **when** each step of your organization's proposed work plan for parent leadership training 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: | Locate space for parent leadership training groups |
| b. Method: | <ol style="list-style-type: none"> (1) Determine how much space is needed for the adult & children's groups (2) Establish criteria for selecting a location (3) Inventory space available within service area (4) Select and secure space |
| c. Timetable: | Not Later Than January 15, 2008 |

Section 5 – PERSONNEL RESOURCES

- a. *Staffing Plan.* 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.
- b. *Key Personnel.* Provide the name and job title of the individual within your organization who will supervise the parent leadership training personnel. 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 board or advisory committee will be kept informed and updated on your progress.

Section 6 - PROPOSED COST

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

- 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.opm.state.ct.us 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.opm.state.ct.us 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 3A) 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 SEEC Form SC 3A, List of Principals, 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

CTF 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 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
Parent Leadership Training
RFP Issue Date: August 20, 2007**

AGREEMENTS AND ASSURANCES

The undersigned proposer affirms and declares that:

1. General

- This proposal is executed and signed with the 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. Parent Leadership Training

- The proposer has read and understands the requirements of the parent leadership curriculum it has selected.
- The proposer will participate in the program evaluation and comply with all research requirements.
- The proposer will submit a Course Start-Up form 2 weeks prior to the start of the training.
- The proposer will not begin a course with fewer than 8 participants or offer a course with more than 24 participants.
- The proposer will ensure that all children's courses and child care sessions are adequately staffed. The proposer agrees to maintain an adult to children ratio of 1- 8 at all times, unless one or more children participating in the group are under the age of 3 then the adult to child ratio must be maintained at 1-4.

3. Training, Curriculum and Supplies

- The proposer will allocate funding in the proposed budget for training for full-time and part-time staff.
- The proposer's staff will participate in the required parent leadership training as described per proposed curriculum.
- The proposer will purchase all required curriculum and materials.

Legal Name of Organization

Authorized Signatory

Date

CHILDREN'S TRUST FUND

Parent Leadership Training RFP Issue Date: August 20, 2007

RATING INSTRUCTIONS

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.

Members of the Screening Committee must read the following documents in their entirety before rating proposals:

- Rating instructions
- Request for Proposal (and referenced documents)

Committee members must direct any questions about the rating instructions, the RFP and referenced documents, *prior to completing the rating sheet.*

A two-phase process will be used to review the proposals. A description of each step and instructions follows:

Phase 1: Minimum Submission Requirements

The first step of the review is to determine whether the proposal meets the minimum submission requirements. Any proposal that does not meet these requirements must be returned to the proposer and must not be considered for funding. The Screening Committee must specify in writing the reason(s) for returning the proposal, noting the specific requirements that were not met.

NOTE: The Chair may instruct the Official Agency Contact to contact any proposer who submitted a deficient proposal and allow the proposer one (1) business day to correct the deficiency. Failure to correct the deficiency within the one (1) business day allowed shall disqualify a proposal from further review.

Phase 2: Quality

Proposals that meet the minimum submission requirements will then be reviewed for quality. The quality review includes the organizational profile, statement of work, personnel resources, proposed cost, and demonstrated commitment to affirmative action.

See the RFP for the requirements of each section of the proposal. Rate each item in each section using the following scale:

- 0 = not rated (information is missing or incomplete)
- 1 = unsatisfactory
- 2 = fair
- 3 = satisfactory
- 4 = good
- 5 = excellent

Once all of the committee members have completed their individual rating sheets, committee members may meet to discuss their individual ratings. Members may present their rationale for a particular rating or ask other members to explain or clarify their reasons for their ratings. At the end of the discussion, committee members may amend their original rating sheets to reflect any changes they would like to make. Committee members may, but are not required, to change their ratings as a result of the discussion.

For each proposal, the subtotals given by the individual committee members for each section must be added together and averaged [i.e., sum of individual subtotals / number of committee members]. Any proposal with an average rating of two (2) or less in any section is not eligible for further consideration.

The weights for each section are then applied to each proposal. For each proposal, the weighted ratings of all subsections are then totaled. This total is the final rating of the proposal. The proposals must be rank ordered based on their final ratings.

NOTE: The weights will be determined by the CTF's Executive Directive prior to issuing the RFP and will be kept confidential until this point in the process, i.e., when weights are applied to the proposals.

NOTE: Following the rating of proposals, the Screening Committee may invite proposers to meetings for the purpose of clarifying the contents of proposals. The introduction of supplemental or new information is not permitted. A proposer's rating may only be reduced following a meeting if the clarification process resulted in an inconsistency from the information provided in the written proposal. Scores cannot be improved.

IMPORTANT NOTE:

Prior to contract award, verify that any selected proposer has submitted the statutorily required "List of Principals" (SEEC Form SC 3A) to the State Elections Enforcement Commission.

CHILDREN'S TRUST FUND

**Parent Leadership Training
RFP Issue Date: August 20, 2007**

RATING SHEET

Phase 1: MINIMUM SUBMISSION REQUIREMENTS

Check Yes or No for each requirement listed in the table below.
If No is checked for any requirement, stop the review and notify the Chair of Screening Committee.

Yes	No	Requirement:
		Proposal meets packaging and labeling requirements: <ul style="list-style-type: none"> - addressed to official state contact - submitted in sealed package - name & address of proposer appears on package - includes signed original - includes six copies
		Proposal received before deadline
		Proposal includes contact information for authorized representative and one alternate
		Proposal follows the required format: <ul style="list-style-type: none"> - page size, font size, font type, margins & pagination - maximum number of pages - no material dependent on color distinctions or animations - no binders or notebooks - no prohibited attachments
		Proposal includes table of contents (see Section 1)
		Proposal is complete (includes all eight sections)
		Proposal includes required documents: <ul style="list-style-type: none"> - Agency Vendor Form (see Section 2) - IRS Form W-9 (see Section 2) - Notification of Bidders Form (see Section 2) - Bidder Contract Compliance Monitoring Report (see Section 2) - Agreements and Assurances Form (see Section 4) - Conflict of Interest Disclosure Statement (see Section 7) (if applicable) - Consulting Agreement Affidavit Form (see Section 8) (if applicable) - SEEC Form SC 3 (see Section 8) - Statement concerning SEEC Form SC 3A (see Section 8)
		Proposal budget is accurately based on hourly rate formula

Phase 2: QUALITY

Using the rating sheets (below), rate each proposal on the following criteria: (1) Statement of Work, (2) Proposed Cost, (3) Organizational Profile, (4) Personnel Resources, and (5) Demonstrated Commitment to Affirmative Action. The criteria are not necessarily presented in order of importance. When done, calculate subtotals and total for each section.

(1) STATEMENT OF WORK

Rate each item using the following scale:

- 0 = not rated (information is missing or incomplete)
- 1 = unsatisfactory
- 2 = fair
- 3 = satisfactory
- 4 = good
- 5 = excellent

RFP Section 4						Statement of Work
						(A) General
						a. Service Area:
0	1	2	3	4	5	Designated service area
0	1	2	3	4	5	Description of proposed service area
0	1	2	3	4	5	Rationale why organization is well suited to serve area
						b. Agreements & Assurances Form
						(B) Parent Leadership Training Curriculum
0	1	2	3	4	5	Statement concerning training requirements, rationale for curriculum, methods, and timetable
						(C) Parent Leadership Training
						a. Work Plan:
0	1	2	3	4	5	Specified steps to implement parent leadership training requirements
						b. Methods:
0	1	2	3	4	5	Procedures or processes used to implement work plan
						c. Timetable:
0	1	2	3	4	5	Schedule for implementing work plan
0	1	2	3	4	5	Significant milestones or deadlines
						Subtotals for Section 4
						Total for Section 4

(2) PROPOSED COST

Rate each item using the following scale:

- 0 = not rated (information is missing or incomplete)
- 1 = unsatisfactory
- 2 = fair
- 3 = satisfactory
- 4 = good
- 5 = excellent

RFP Section 6						Proposed Cost
						a. Direct Services Salaries:
0	1	2	3	4	5	Completeness of listed expenses
0	1	2	3	4	5	Realistic projections
0	1	2	3	4	5	Effective use of funds
						b. Administrative Support Salaries:
0	1	2	3	4	5	Completeness of listed expenses
0	1	2	3	4	5	Realistic projections
0	1	2	3	4	5	Effective use of funds
						c. Expenses:
0	1	2	3	4	5	Completeness of listed expenses
0	1	2	3	4	5	Realistic projections
0	1	2	3	4	5	Effective use of funds
						d. Income Allocation:
0	1	2	3	4	5	Completeness of listed income
0	1	2	3	4	5	In-Kind Contributions
0	1	2	3	4	5	Other Funds
						e. Budget Narrative
0	1	2	3	4	5	Explanation of calculations and allocations
						Subtotals for Section 6
						Total for Section 6

(3) ORGANIZATIONAL PROFILE

Rate each item using the following scale:

- 0 = not rated (information is missing or incomplete)
- 1 = unsatisfactory
- 2 = fair
- 3 = satisfactory
- 4 = good
- 5 = excellent

RFP Section 3						Organizational Profile
						a. Qualifications:
0	1	2	3	4	5	Overview of organization
0	1	2	3	4	5	Experience and demonstrated success working with parents.
0	1	2	3	4	5	Sufficient managerial and administrative support
0	1	2	3	4	5	Ability to work cooperatively and collaboratively with other agencies
0	1	2	3	4	5	Capacity to provide staff with professional development and training
						b. Summary of Relevant Experience:
0	1	2	3	4	5	Projects completed within last 3 years in subject area
						c. Organization Chart:
0	1	2	3	4	5	Diagram showing hierarchical structure of functions and positions
0	1	2	3	4	5	Identification of specified functions
						d. Financial Condition:
0	1	2	3	4	5	Financial statements
						e. References:
0	1	2	3	4	5	Letters of reference (3)
						Subtotals for Section 3
						Total for Section 3

(4) PERSONNEL RESOURCES

Rate each item using the following scale:

- 0 = not rated (information is missing or incomplete)
- 1 = unsatisfactory
- 2 = fair
- 3 = satisfactory
- 4 = good
- 5 = excellent

RFP Section 5						Personnel Resources
						a. Staffing Plan:
0	1	2	3	4	5	Includes adequate staffing requirements
0	1	2	3	4	5	Staffing plan for hiring and orienting staff
						b. Key Personnel:
0	1	2	3	4	5	Name and job title of individual supervising trainer
0	1	2	3	4	5	Resume of individual supervising trainer
0	1	2	3	4	5	Organizational location of individual supervising trainer
						c. Advisory Board:
0	1	2	3	4	5	Narrative explaining how your board or committee will be kept informed
						Subtotals Section 5
						Total for Section 5

(5) DEMONSTRATED COMMITMENT TO AFFIRMATIVE ACTION

Rate each item using the following scale:

- 0 = not rated (information is missing or incomplete)
- 1 = unsatisfactory
- 2 = fair
- 3 = satisfactory
- 4 = good
- 5 = excellent

RFP Section 2						Proposer Information
						c. Contract Compliance:
0	1	2	3	4	5	Contract Compliance Notification to Bidders
0	1	2	3	4	5	Bidder Contract Compliance Monitoring Report
						Subtotals for Section 2
						Total for Section 2