

LEGAL NOTICE

Request for Proposals for Services

The State of Connecticut, Children's Trust Fund, is seeking proposals to expand the Nurturing Families Network (NFN) program in the service areas of New Milford and Johnson and Memorial hospitals. The NFN program provides services to parents in order to prevent child abuse and neglect.

The intent of this request is to identify public and private non-profit organizations with the necessary expertise to become NFN family service providers. Successful proposers will be responsible for implementing Nurturing Connections services, Intensive Home Visiting and Nurturing Parenting Group services in the service areas of New Milford and Johnson and Memorial Hospitals.

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, 450 Capitol Ave., MS#54 CTF, Hartford, Connecticut 06106-1308, Telephone (860) 418-8765, Fax (860) 418-8780, E-Mail jacqueline.lewis@ct.gov. Deadline for submission of proposals is 12:00 P.M., March 16, 2007.

TO BE PUBLISHED IN:

THE HARTFORD COURANT
JOURNAL INQUIRER
DANBURY NEWS TIMES
CONNECTICUT POST
CTF WEBSITE
DAS WEBSITE

**REQUEST FOR PROPOSALS (RFP)
BY
THE STATE OF CONNECTICUT
CHILDREN'S TRUST FUND
NUTURING FAMILIES NETWORK**

BACKGROUND

The State of Connecticut, Children's Trust Fund, is seeking proposals to expand the Nurturing Families Network (NFN) program in the service areas of New Milford and Johnson and Memorial hospitals. The NFN program provides information, guidance, and assistance to parents in order to prevent child abuse and neglect.

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 become NFN family service providers. Successful proposers will be responsible for implementing Nurturing Connections Services, Intensive Home Visiting and Nurturing Parenting Group services in the service area of one the two hospitals noted above.

The State will establish new NFN programs in the service areas of Johnson and Memorial Hospital and New Milford Hospital.

The NFN 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 NFN program within the service area of either Johnson and Memorial Hospital located in Stafford Springs or New Milford Hospital located in New Milford.
- Provide Nurturing Connections, Intensive Home Visiting and Nurturing Parenting Group services in the new service area, in accordance with the NFN program's policies, procedures, and requirements.
- Comply with all research and data collection requirements of the NFN program.
- Participate in NFN's collaborative network and enter into prescribed agreements with hospitals and other NFN service areas.
- 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 NFN program.

CONTRACTOR QUALIFICATIONS

Eligible proposers are public or private non-profit provider organizations with administrative offices located within the service areas of the hospital. Proposers must have (1) experience and demonstrated success working with the target population; (2) sufficient managerial and administrative support staff to implement the required NFN 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 will award contracts to a maximum of two (2) organizations. Each award will have a maximum amount of \$200,000.

CONTRACT PERIOD

Contracts will be awarded for a one-year term. The State anticipates that successful proposers will commence work on or about July 1, 2007 and continue until June 30, 2008. 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 March 16, 2007. Proposals must be received in the required packaging and labeling at the Children's Trust Fund, 450 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 April 20, 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
450 Capitol Avenue
MS#54 CTF
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. *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.

Dec-19 2006	RFP Released
Jan-11 2007	Proposers' Conference – Attendance is strongly encouraged.
Feb-01 2007	Deadline for Inquiries
Feb-14 2007	Anticipated Release of Official Answers to Inquiries
Mar-16 2007	Proposals Due
Apr-02 2007	Optional Meetings with Proposers (thru April 6, 2007)
Apr-13 2007	Anticipated Selection of Contractor
Apr-20 2007	Anticipated Start of Contract Negotiations
Jul-01 2007	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 January 11, 2007, from 10:00 A.M. to 12:00 P.M. at the Childrens' Trust Fund, 450 Capitol Avenue, Hartford, Room 2A. 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 February 14, 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 February 1, 2007. **The early submission of questions is encouraged.** A formal amendment to this RFP will be issued not later than February 14, 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 admendment. Only general questions about the Nurturing Families Network, the RFP, or the procurement process will be answered. Questions deemed inappropriate will not be addressed. The State reserves the right to makes this determination.
- H. *Resource Library.* The State requires proposers to read the following information related to this project:
 - Children's Trust Fund, *Nurturing Families Network Policy Manual*, [2007 Edition].

The manual is a comprehensive source of information about the NFN 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: [NFN Policy Manual 2007 Edition](#)

- 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 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.
- J. *Proposals Due.* An original and six (6) copies of the proposal must be received no later than 12:00 P.M. on March 16, 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.* The State is not accepting multiple submissions in response to this RFP.
- 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 April 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) by April 20, 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 and 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 meet additional certification requirements: **Gift Certification** (Form 1) and **Campaign Contribution Certification** (Form 2) . An **Annual Contract Certification** (Form 4) is also required for each year that the contract is in place. More information about these requirements and forms is available at www.opm.state.ct.us/secr/forms/ContractAffidavitRequirements.htm.

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 NFN 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 NFN 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. 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 NFN 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 NFN Policy Manual. Include a statement that your organization (1) has read and understands the State's work requirements for these services and agrees to implement these services in accordance with the State's (2) methods and (3) timetable.

Section 4 (C) - STATEMENT OF WORK – Nurturing Parenting Group

- a. *Work Plan.* The State has developed certain requirements for Nurturing Parenting Group services. Proposers are directed to read these requirements, as explained in the NFN 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.
- 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 Nurturing Parenting Group services 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 nurturing parenting groups
- b. Method: (1) Determine how much space is needed for the adult & childrens groups
(2) Establish criteria for selecting a location
(3) Inventory space available within service area
(4) Select and secure space
- c. Timetable: Secure space 3 months prior to start date of first group not later than September 1, 2007

Section 4 (D) - STATEMENT OF WORK – Nurturing Connections services

- a. *Work Plan.* The State has developed certain requirements for Nurturing Connections services. Proposers are directed to read these requirements, as explained in the NFN 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.
- 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 Nurturing Connections services 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 recruit volunteers
- b. Method: (1) Describe program
(2) Review volunteer job description and requirements
(3) Discuss highlights of the position, including rewards and challenges
(4) Provide information on training and supervision available to volunteers
- c. Timetable: Complete presentation prior to scheduling meetings with potential volunteers no later than October 1, 2007
- d. *Memorandum of Agreement with Birthing Hospital.* In order to complete the REID screen the Nurturing Connections staff must have access to medical records and to first-time families while they are receiving prenatal services, staying in the hospital or upon discharge after the birth of their child. Therefore all NFN sites that are not

located in a birthing hospital must have a Memorandum of Agreement (MOA) with the hospital that assures this level of access. The MOA must be signed by the Chief Executive Officer of the Hospital and submitted with the proposer's application.

Section 5 – PERSONNEL RESOURCES

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

1 part-time (minimum .20 FTE) Program Manager
1 full-time Clinical Supervisor
2 full-time Home Visitors
1 half-time Nurturing Parenting Group Coordinator/Facilitator
1 part-time (minimum .15 to .20 FTE) Nurturing Children's Group Facilitator
1 half-time Nurturing Connections Coordinator (may be combined with half-time parenting group facilitator as one full-time position)

Provide an organization chart showing anticipated lines of authority (reporting relationships) of the NFN 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 NFN 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 NFN Program Manager. 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:

- 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/finance/pos_standards/coststandards.htm.

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/secr/forms/ContractAffidavitRequirements.htm.

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