

**LEGAL NOTICE**  
**Request for Proposals (RFP)**  
**Family School Connection Program**  
**\*\*\*Reissued May 30, 2008 with Revised Program Requirements\*\*\***

**Funding:** The State of Connecticut, Children's Trust Fund is seeking proposals to implement the **Family School Connection** (FSC) program in one elementary school each in Middletown, New Haven, Norwich, and Windham.

**Proposers' Conference:** June 25, 2008, 9:30-11:30 AM, 470 Capitol Avenue, Room C, Hartford, CT. **Revised program requirements will be highlighted including changes to the staffing plan.**

**Eligibility:** Nonprofit organizations with administrative offices in the proposed service area. Preference will be given to proposers that are based in or operated by an elementary school, or will work in conjunction with an elementary school.

**Deadline for Submission:** 12:00 noon, July 31, 2008

**The RFP** is available at [www.ct.gov/ctf](http://www.ct.gov/ctf) under the "RFPs & Contracting" link, [www.das.state.ct.us/Purchase/Portal/Portal\\_Home.asp](http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp) or by contacting Jacqueline Lewis, Children's Trust Fund, 410 Capitol Avenue, Hartford, CT 06106, Telephone: (860) 418-8765, FAX: (860) 418-8780, E-mail: [ctf@ct.gov](mailto:ctf@ct.gov).

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**REQUEST FOR PROPOSALS (RFP)**  
**BY**  
**THE STATE OF CONNECTICUT**  
**CHILDREN'S TRUST FUND**  
**FAMILY SCHOOL CONNECTION**  
**\*\*\*\*\*Reissued May 30, 2008\*\*\*\*\***

**BACKGROUND**

The State of Connecticut, Children's Trust Fund, is seeking proposals to expand the Family School Connection (FSC) program to Middletown, New Haven, Norwich, and Windham. FSC focuses on helping parents and guardians of elementary school aged children (roughly 5 to 12 years old). Through FSC, trained visitors come to the home of a child demonstrating high indicators of risk for abuse or neglect. The home visitors work with families to help them provide safe, healthy home environments and warm, responsive care for children.

In connection with this program, CTF is seeking to identify public and private non-profit organizations with administrative offices in the proposed service area. Successful proposers will be responsible for implementing FSC services in conjunction with one elementary school located in one of the designated communities.

CTF will establish one FSC program each in Middletown, New Haven, Norwich, and Windham.

The FSC program is authorized in accordance with Section 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 city of Middletown, New Haven, Norwich or Windham.
- 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 the FSC collaborative network and enter into the prescribed agreement 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. Preference will be given to proposers that are based in or operated by an elementary school, or can demonstrate through a Memorandum of Agreement that they will work in conjunction with an elementary school during the contract period. 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 Legal Existence 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**

CTF will award contracts to a maximum of four (4) organizations to provide services to residents in Middletown, New Haven, Norwich, and Windham. Each award will have a maximum amount of \$186,000 per year for each of two years.

## **CONTRACT PERIOD**

CTF anticipates that successful proposers will commence work on or about September 16, 2008 and continue until September 15, 2010. 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 contractors.

## **SUBMISSION DEADLINE**

The due date for proposals is 12:00 noon, on July 31, 2008. 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 CTF at the proposer's sole cost and expense.

Successful proposers will be notified on or around August 20, 2008.

## **REVIEW CRITERIA**

A Screening Committee comprised of CTF 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 utilized in the selection process. They are presented as a guide for the proposer in understanding CTF'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 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 Agency Contact.* Proposers are required to limit their contact regarding this RFP to the person named herein. The Official Agency Contact for the purpose of this RFP is:

Jacqueline Lewis  
Secretary  
Children's Trust Fund  
410 Capitol Avenue  
Hartford, Connecticut 06106  
TELEPHONE: (860) 418-8765  
FAX: 860) 418-8780  
E-MAIL: [ctf@ct.gov](mailto:ctf@ct.gov)

CTF reserves the right to appoint an alternate Official Agency Contact if necessary. A formal amendment will be issued to provide contact information for the alternate Official Agency Contact. Proposers will be required to limit their contact regarding the RFP to the person named therein. The amendment will be posted on the State Contracting Portal at [www.das.state.ct.us/Purchase/Portal/Portal\\_Home.asp](http://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 web site at [www.ct.gov/ctf](http://www.ct.gov/ctf) to view the amendment.

- 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 Agency Contact with the proposal.
- C. *Communications Notice.* All communications with CTF or any person representing CTF 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.

May 30, 2008	RFP Released
June 25, 2008	Proposers' Conference – Attendance is strongly encouraged
July 2, 2008	Deadline for Inquiries
<b>July 10, 2008</b>	<b>Letter of Intent must be submitted</b>
July 17, 2008	Anticipated Release of Official Answers to Inquiries
July 31, 2008	Proposals Due
August 7, 2008	Optional Meetings with Proposers (through August 11, 2008)
August 20, 2008	Anticipated Selection of Contractor
August 27, 2008	Anticipated Start of Contract Negotiations
September 16, 2008	Anticipated Start of Contract

- A. **Letter of Intent.** Any proposer intending to respond to this RFP must submit a Letter of Intent to the Official Agency Contact by U.S. mail, facsimile, or e-mail not later than July 10, 2008. The letter of intent is non-binding in that the proposer is not required to submit a proposal. The purpose of the letter of intent is to enable the agency to send interested proposers new information concerning this RFP. Interested proposers that do not submit a letter of intent by July 10, 2008 will not be sent new information concerning this RFP.
- F. *Proposers' Conference.* A proposers' conference will be held on June 25, 2008, from 9:30 to 11:30 A.M., at 470 Capitol Avenue, Conference Room C, Hartford, CT 06106. For advance registration, please contact the Official Agency Contact. Attendance is strongly encouraged. Attendees will be allowed to ask oral questions at the conference. Oral answers given at the conference by CTF will be tentative and non-binding. A formal amendment to this RFP will be issued not later than July 16, 2008 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](http://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 web site at

[www.ct.gov/ctf](http://www.ct.gov/ctf) to view the amendment. A notice of amendment will also be sent to interested proposers who submit a letter of intent by July 10, 2008.

- G. *Inquiry Procedures.* All questions regarding this RFP must be directed, in writing, to the Official Agency Contact by 12:00 P.M. on July 2, 2008. **The early submission of questions is encouraged.** A formal amendment to this RFP will be issued not later than July 17, 2008 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](http://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 web site at [www.ct.gov/ctf](http://www.ct.gov/ctf) to view the amendment. A notice of amendment will also be sent to interested proposers who submit a letter of intent by July 10, 2008. Only general questions about the Family School Connection program, the RFP, or the procurement process will be answered. Questions deemed inappropriate will not be addressed. CTF reserves the right to make this determination.
- H. *Resource Library.* CTF requires proposers to read the following information related to this project:
- Children's Trust Fund, *Family School Connection Policy Manual*, [2007 Edition].
  - **Family/School Connection, 2007 Process and Outcome Evaluation Report**
- Go to: [www.ct.gov/ctf](http://www.ct.gov/ctf)  
 Click on: RFPs & Contracting  
 Click on: FSC 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 Agency 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 four (4) copies of the proposal must be submitted. The proposal must be duly executed by signing CTF's Proposer's Authorized Representatives and Agreements and Assurances forms. Unsigned proposals will be rejected. Proposals transmitted by facsimile or e-mail will not be accepted or reviewed.
- J. *Proposals Due.* An original and four (4) copies of the proposal must be received no later than 12:00 noon on July 31, 2008. **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 documentation (see Checklist of Required Documentation below), and (6) be duly executed by signing 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.* CTF is not accepting multiple submissions in response to this RFP.
- M. *Screening Committee.* A Screening Committee comprised of CTF 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, CTF 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 CTF decides meetings are warranted, the Official Agency Contact will contact proposers to make an appointment. Any such meetings are tentatively scheduled for August 7, 2008 to August 11, 2008. 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 CTF's intention to notify the successful proposer by August 20, 2008 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, 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 rationale 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 the proposer shall state the reasons why it believes 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 CTF.
- D. Timing and sequence of events resulting from this RFP will ultimately be determined by CTF.
- 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. CTF may amend or cancel this RFP prior to the due date and time, if CTF deems it to be necessary, appropriate or otherwise in the best interests of CTF. 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](http://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 web site at [www.ct.gov/ctf](http://www.ct.gov/ctf) to view the posted amendments. Failure to adapt a proposal 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 CTF with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by CTF. At its discretion CTF 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 CTF.
- I. Any costs and expenses incurred by the proposer in preparing or submitting the proposal 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 the proposal may be required by CTF 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 the proposer 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 CTF 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 CTF'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 web site at [www.ct.gov/ctf](http://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 CTF 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 CTF and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. CTF 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 CTF and by the Attorney General's Office. The contract may be amended only by means of a written instrument signed by CTF, the contractor, 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 a **Gift and Campaign Contribution Certification** (Form 1). A **Gift and Campaign Contribution Certification** (Form 1) is also required for each year that the contract is in place. More

information about these requirements and forms is available at [www.ct.gov/opm](http://www.ct.gov/opm), under the "Ethics Affidavits" link.

- S. With regard to a State contract as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising prospective State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Attachment 1 [SEEC Form 11].
- T. Pursuant to Connecticut General Statutes Sections 4a-60(a)(1) and 4a-60a(a)(1), as amended by Public Act 07-245 and Sections 9 and 10 of Public Act 07-142, every Contractor is required to provide the State with documentation in the form of a company or corporate policy adopted by resolution of the board of directors, shareholders, managers, members or other governing body of such contractor to support the Contractor's nondiscrimination agreements and warranties which are included in such Contractor's contract pursuant to said statutes. Copies of two "nondiscrimination certification" forms (one for businesses and one for individuals) that will satisfy these requirements may be found at [www.ct.gov/opm](http://www.ct.gov/opm), under the "Nondiscrimination Certification" link. The applicable certification form must be signed by an authorized signatory of the Contractor (or, in the case of an individual contractor, by the individual) and submitted to the awarding State agency at the time of contract execution.

### **RIGHTS RESERVED TO CTF**

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

CTF 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 CTF shall not constitute a breach of contract on the part of CTF 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 CTF 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 New Roman
- Margins: 1" minimum on the top, bottom, and sides of all pages
- All pages must be numbered and single-sided.
- Maximum number of pages: sixty (60) single-spaced including all required forms except Financial Statement(s).
- 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](http://www.ct.gov/ctf), under the "RFPs & Contracting" link.

- a. Proposer's Authorized Representatives
- b. State of Connecticut, Agency Vendor Form (SP-26NB)
- c. IRS, Request for Taxpayer Identification Number and Certification, Form W-9
- d. CHRO Notification to Bidders (Revised 09/17/07)

### Section 3 - ORGANIZATIONAL PROFILE

- a. *Qualifications.* Provide an overview of your organization including years in operation, mission, and the current range of services 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 list 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.* Provide a description of the proposed service area including the need for a Family School Connection program. Provide a rationale explaining why your organization is well suited to provide services in the proposed area.
- b. ***Family School Involvement.* Indicate how your organization would encourage families to participate in school activities.**
- c. *Agreements and Assurances.* Proposers must agree to meet all requirements listed on the Children's Trust Fund's Agreements and Assurances form. The form is available at [www.ct.gov/ctf](http://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.* CTF 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 CTF's work requirements for these services and agrees to implement these services in accordance with CTF's methods and timetable.

#### Section 4 (C) - STATEMENT OF WORK – Program Implementation

- a. *Memorandum of Agreement.* CTF has developed certain requirements for the program to be based in or operated by an elementary school or to work in conjunction with an elementary school. **All proposals where the program is not based in or operated by the school itself must include a Memorandum of Agreement (MOA) with the school that assures the program access to: (1) students who are often tardy, frequently absent or disengaged from the school; (2) their families; and (3) their student attendance records. The MOA must be for the two-year contract period, signed by the School Principal, and submitted with the proposal.**
- b. *Work Plan.* CTF 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 (activities, actions, tasks) your

organization will take to implement the State's requirements for these services within the proposed service area.

- d. *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.
- e. *Timetable.* Include a proposed timetable indicating when each step of your organization's proposed work plan for FSC 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 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 October 15, 2008

**Section 5 – PERSONNEL RESOURCES**

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

**1 part-time (minimum 0.10 equivalent) Program Manager**  
**1 full-time Clinical Supervisor**  
**2 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 roles 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 Program Manager. Provide a copy of this individual's resume, **as well as the Program Manager's, Clinical Supervisor's, and Home Visitors' resumes.** 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 collaborative relationships with community agencies and other community representatives within the proposed 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 separate budget for each of two years using the following budget forms:

- a. Direct Services Salaries
- b. Administrative Support Salaries
- c. Expenses
- d. Income Allocation
- e. Budget Narrative

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](http://www.ct.gov/opm), click on "Publications," then click on "Purchase of Service (POS) Cost Standards."

Section 7 – CONFLICT OF INTEREST

Include a disclosure statement concerning any current business relationships (within the past 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](http://www.ct.gov/opm), under the "Ethics Affidavits" link.

## **CHECKLIST OF REQUIRED DOCUMENTATION**

### Section 1 – TABLE OF CONTENTS

Table of Contents (no form provided)

### Section 2 – PROPOSER INFORMATION

Proposer's Authorized Representatives

Agency Vendor Form (SP-26NB)

(U.S.) Internal Revenue Service Form W-9

Notification to Bidders

### Section 3 – ORGANIZATIONAL PROFILE

Organization Chart

Financial Statement(s)

Letters of Reference (3)

### Section 4 – STATEMENT OF WORK

CTF Agreements and Assurances Form

### Section 5 – PERSONNEL RESOURCES

Resumes

### 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

Budget Narrative

### Section 7 – CONFLICT OF INTEREST

Disclosure Statement

### Section 8 – AFFIDAVITS

Consulting Agreement Affidavit (Form 5)

## CHILDREN'S TRUST FUND

### Family School Connection Program RFP Issue Date: May 30, 2008

#### RATING INSTRUCTIONS

A Screening Committee comprised of CTF 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 Proposals (and referenced documents)
- Family School Connection Policy Manual

Committee members must direct any questions about the rating instructions, RFP (and referenced documents) or Family School Connection Policy Manual to the Chair of the Screening Committee *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 may be disqualified and eliminated from further review. The Screening Committee must specify in writing the reason(s) for disqualifying a 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 demonstrated commitment to affirmative action, organizational profile, statement of work, personnel resources, and proposed cost.

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 the 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 [that is, 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 CTF's Executive Director prior to issuing the RFP and will be kept confidential until this point in the process, that is, 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. After holding any such meetings, Committee members may review their individual ratings of the proposals and may make any changes they deem necessary.

**CHILDREN'S TRUST FUND**

**Family School Connection**  
**RFP Issue Date: May 30, 2008**

**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.

<b>Yes</b>	<b>No</b>	<b>Requirement</b>
		Proposal received before deadline
		Proposal meets packaging and labeling requirements:
		- submitted in sealed package
		- addressed to official agency contact
		- name & address of proposer appears on package
		- includes signed original
		- includes four copies
		Proposal follows the required format:
		- page size, font size, font type, margins & pagination
		- maximum number of pages
		- no material dependent on color distinctions or animations
		- no notebooks or binders
		- no prohibited attachments
		Proposal is complete (includes all eight sections)
		Proposal includes required documentation:
		- Table of Contents (see Section 1)
		- Proposer's Authorized Representatives (see Section 2)
		- Agency Vendor Form (see Section 2)
		- IRS Form W-9 (see Section 2)
		- Notification to Bidders (see Section 2)
		- 2 Financial Statements (see Section 3)
		- 3 Letters of Reference (see Section 3)
		- Agreements and Assurances Form (see Section 4)
		- Direct Services Staff Salaries Budget (see Section 6)
		- Administrative Support Salaries Budget (see Section 6)
		- Income Allocation Budget (see Section 6)
		- Expenses Budget (see Section 6)
		- Budget Narrative (see Section 6)
		- Conflict of Interest Disclosure Statement (see Section 7)
		- Consulting Agreement Affidavit Form 5 (see Section 8)

**Phase 2: QUALITY**

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

**(1) 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
						<b>d. Contract Compliance:</b>
0	1	2	3	4	5	Success in implementing affirmative action plan
0	1	2	3	4	5	Success in developing an apprenticeship program
0	1	2	3	4	5	Promise to develop and implement affirmative action plan
0	1	2	3	4	5	Employment statistics indicating composition of workforce
0	1	2	3	4	5	Promise to set aside a portion of contract for minority businesses
						Subtotals for Section 2
						Total for Section 2
						Average for Section 2 (Total / 5)

(2) 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
						<b>a. Qualifications:</b>
0	1	2	3	4	5	Overview of organization
0	1	2	3	4	5	Experience and demonstrated success working with target population
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>b. Summary of Relevant Experience:</b>
0	1	2	3	4	5	Projects completed within last 3 years in subject area
						<b>c. Organization Chart:</b>
0	1	2	3	4	5	Diagram showing hierarchical structure of functions and positions
0	1	2	3	4	5	Identification of specified functions
						<b>d. Financial Condition:</b>
0	1	2	3	4	5	Financial statements
						<b>e. References:</b>
0	1	2	3	4	5	Letters of reference (3)
						Subtotals for Section 3
						Total for Section 3
						Average for Section 3 (Total / 10)

(3) 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
						<b>(A) General</b>
						<b>a. Service Area:</b>
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>b. How organization would encourage family school involvement</b>
						<b>(B) Intensive Home Visiting Services</b>
0	1	2	3	4	5	Statement concerning work requirements, methods, and timetable
						<b>(C) Program Implementation</b>
						<b>a. Memorandum of Agreement</b>
						<b>b. Work Plan:</b>
0	1	2	3	4	5	Specified steps to implement Family School Connection requirements
						<b>c. Methods:</b>
0	1	2	3	4	5	Procedures or processes used to implement work plan
						<b>e. Timetable:</b>
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
						Average for Section 4 (Total / 9)

(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
						<b>a. Staffing Plan:</b>
0	1	2	3	4	5	Includes minimum staffing requirements
0	1	2	3	4	5	Organization chart shows anticipated lines of authority
0	1	2	3	4	5	Staffing plan for hiring and orienting staff
						<b>b. Key Personnel:</b>
0	1	2	3	4	5	Name and job title of individual supervising FSC Program Manager
0	1	2	3	4	5	Resumes of FSC program staff and individual supervising FSC Program Manager
0	1	2	3	4	5	Organizational location of individual supervising FSC Program Manager
						<b>c. Advisory Board:</b>
0	1	2	3	4	5	Narrative explaining how collaborative relationships will be established
0	1	2	3	4	5	Recruitment strategy for advisory board members
0	1	2	3	4	5	Proposed meeting schedule and agenda topics for first year
						Subtotals Section 5
						Total for Section 5
						Average for Section 5 (Total / 9)

(5) 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
						<b>a. Direct Services Salaries:</b>
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>b. Administrative Support Salaries:</b>
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>c. Expenses:</b>
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>d. Income Allocation:</b>
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
						<b>e. Budget Narrative</b>
0	1	2	3	4	5	Explanation of calculations and allocations
						Subtotals for Section 6
						Total for Section 6
						Average for Section 6 (Total / 13)