REQUEST FOR PROPOSALS (RFP)
BY THE
STATE OF CONNECTICUT
CHILDREN'S TRUST FUND
TITLE: NURTURING FAMILIES NETWORK - *RENEWAL*

GENERAL INSTRUCTIONS

Complete all requirements of this RFP based on the information from the renewal memorandum you received from the Children's Trust Fund.

BACKGROUND

The State of Connecticut, Children's Trust Fund, is seeking a proposal for renewal of a contract to offer the Nurturing Families Network (NFN) program in the geographic area served by the designated hospital(s).

The NFN program is authorized in accordance with Section 17a-50 of the Connecticut General Statutes. The requested services will be funded by State dollars.

SCOPE OF SERVICES

- Operate an NFN program within the geographic area served by the designated hospital(s).
- Provide Intensive Home Visiting, Nurturing Parenting Group, and Nurturing Connections services as applicable in the designated service area, in accordance with the NFN program's policies, procedures, and requirements.
- Participate in NFN's collaborative network and enter into prescribed agreements with hospitals and other NFN service areas.
- Comply with all research and data collection requirements of the NFN program.
- Participate in the NFN collaborative network and enter into prescribed agreements with hospitals and other NFN service areas in Willimantic, Connecticut.
- Maintain an advisory committee comprised of representatives of community agencies or other members of the community within the designated service area.
- Complete all pre-service and in-service training requirements of the NFN program.

CONTRACTOR QUALIFICATIONS

Eligible proposers are public or private nonprofit provider organizations with administrative offices located within the geographic area served by the designated hospital(s). 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 designated 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.

CONTRACT PERIOD

The contract will be awarded for up to a three-year term. CTF anticipates that the proposer will commence work on or about July 1, 2009 and continue until June 30, 2012. 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.

SUBMISSION DEADLINE

The proposal must be received in the required packaging and labeling at the Children's Trust Fund, 410 Capitol Avenue, Hartford, CT 06106 (ATTN: Linda Burns) not later than the deadline. Late submissions will not be accepted.

The proposal narrative and budget forms (Sections 3, 4, 5, and 6) must also be e-mailed to Linda Burns, Children's Trust fund, at Linda.burns@ct.gov. Faxed or e-mailed forms requiring signature will not be accepted.

No additions or changes to the original proposal will be allowed after submittal unless authorized by CTF.

REVIEW CRITERIA

A Screening Committee comprised of CTF staff or other designees as deemed appropriate will evaluate the proposal submitted in response to this RFP and recommend continued funding. 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 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. *Proposer's Authorized Representatives*. Proposers must designate an authorized representative and one (1) alternate. The form is 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 as the cover page of the proposal. Proposals submitted without a signed form will be deemed incomplete and may not be considered.

B. *Resource Library*. CTF requires proposers to read the following information related to this project:

- Children's Trust Fund, *The Nurturing Families Network Policy and Practice Manual 2008 Edition*.
- *Nurturing Families Network 2007 Annual Outcome Summary Report*

Go to: www.ct.gov/ctf
Click on: RFPs & Contracting

C. *Packaging and Labeling Requirements.* The proposal must be submitted in a sealed package. The name and address of the proposer must appear in the upper left hand corner of the envelope or package. The title of the RFP, as indicated on the first page of this RFP, must appear in the lower 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 may be rejected. Faxed or e-mailed forms requiring signature will not be accepted.

D. *Proposal Due.* An original and four (4) copies of the proposal must be received no later than the due date. **Postmark date will <u>not</u> be considered the basis for meeting any submission deadline.**

E. *Minimum Submission Requirements.* At a minimum, the proposal 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 and Proposer's Authorized Representatives form. Proposals that fail to meet these minimum submission requirements may be disqualified and eliminated from further review.

F. *Screening Committee*. A Screening Committee comprised of CTF staff or other designees as deemed appropriate will review the proposal submitted in response to this RFP and recommend continued funding. The Screening Committee shall evaluate all proposals that meet the Minimum Submission Requirements. The final decision to continue funding will be made by the Executive Director of the Children's Trust Fund.

G. *Meetings with Proposers.* At its discretion, CTF may convene a meeting with the proposer in order to gain a fuller understanding of the proposal. The meeting may involve demonstrations, interviews, presentations or site visits. 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.

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 **except** Financial Statement(s) must be numbered and single-sided.
- Maximum number of pages: sixty (60) single-spaced including all required forms **except** Financial Statement(s).
- All required forms must be submitted with the proposal as attachments.
- Do not use material dependent on color distinctions, animated electronics, etc., in proposal.
- Do not place proposal 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.

<u>Section 1 – TABLE OF CONTENTS</u>

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. Proposer's Authorized Representatives (**Cover Page**)
b. CHRO Notification to Bidders (Revised 09/17/07) (**Attachment 1**)

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 including copies of the two most recent site evaluation profiles developed by the University of Hartford Center for Social Research (sites in operation less than two years submit one site evaluation profile); (2) sufficient managerial and administrative support to implement the NFN services required by this RFP in the designated 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 (**Attachment 2**). 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) (**Attachment 3**). 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.

Section 4 (A) - STATEMENT OF WORK - General

a. *Service Area.* Indicate the designated service area. Provide a rationale explaining why your organization is well suited to provide services in the designated area.
b. *Agreements and Assurances.* The proposer 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 (**Attachment 4**). Proposals submitted without a signed form will be deemed incomplete and may 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 NFN Policy and Practice Manual. These requirements include but are not limited to:

a. A full-time Home Visitor should schedule and conduct 12 to 15 home visits per week, or a minimum of 48 to 60 home visits per month; and
b. Home visitors must not carry a caseload of more than 25 families at any given time.
c. 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 – Nurturing Parenting Group

a. *Nurturing Parenting Group*. CTF has developed certain requirements for Nurturing Parenting Group services. Proposers are directed to read these requirements, as explained in the NFN Policy and Practice Manual. These requirements include but are not limited to:

i. Sites responsible for providing services in the geographic area served by one hospital must provide 30 group sessions per contract year except as specified in paragraph iii below. The length of each session must be in accordance with the chosen curriculum.
ii. Sites responsible for the geographic area served by two hospitals must provide 30 group sessions per contract year per hospital except as specified in paragraph iii below. The length of each session must be in accordance with the chosen curriculum.
iii. Hartford and New Haven network sites must provide 30 group sessions per contract year. The length of each session must be in accordance with the chosen curriculum.

b. *Work Plan.* Develop a work plan **for each year of the proposed contract period**, describing **what steps** (activities, actions, tasks) your organization will take to implement CTF's requirements for these services within the designated service area.

c. *Methods.* Describe **how** your organization will accomplish each step of the work plan, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes.

d. *Timetable.* Include a proposed timetable indicating **when** each step of your organization's proposed work plan for 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 and children's 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 meeting, not later than July 1, 2009

Section 4 (D) - STATEMENT OF WORK – Nurturing Connections Services (if applicable)

a. *Nurturing Connections*. CTF has developed certain requirements for Nurturing Connections services. Proposers are directed to read these requirements, as explained in the NFN Policy and Practice Manual. These requirements include but are not limited to:
   i. Sites responsible for the geographic area served by one hospital, at full capacity, will provide telephone support to 100 families per contract year.
   ii. Sites responsible for the geographic area served by two hospitals, at full capacity, will provide telephone support to 100 families per contract year per hospital.

b. *Work Plan.* Develop a work plan **for each year of the proposed contract period**, describing **what steps** (activities, actions, tasks) your organization will take to implement CTF's requirements for these services within the designated service area.

c. *Methods.* Describe **how** your organization will accomplish each step of the work plan, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes.

d. *Timetable.* Include a proposed timetable indicating **when** each step of your organization's proposed work plan for 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: Provide telephone support to first-time families.

b. Method:

(1) Nurturing Connections Coordinator will identify first-time parents prenatally or in the hospital at the time of the baby's birth.
(2) Nurturing Connections Coordinator will complete the Revised Early Identification (REID) screen on each identified first-time parent to determine program eligibility and introduce NFN programming.
(3) Nurturing Connections telephone support will be offered to negatively screened parents.

(4) Once a family is enrolled in Nurturing Connections, a trained volunteer will provide telephone support for a minimum of three to six months after the child's birth.

c. Timetable: At full capacity, telephone support will be provided to 100 families per contract year.

e. Memorandum of Agreement with Birthing Hospital. In order to complete the Revised Early Identification (REID) screen, the Nurturing Connections staff must have access to medical records and to first-time parents 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 (except Hartford and New Haven network sites) must have a Memorandum of Agreement (MOA) with the hospital that assures this level of access. The MOA must include start and end dates that coincide with the start and end dates of the proposed contract period. It must be signed by the Chief Executive Officer of the hospital and submitted with the proposal.

Section 5 – PERSONNEL RESOURCES

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

1 part-time (minimum 0.20 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 0.15 to 0.20 FTE) Nurturing Children's Group Facilitator
1 half-time Nurturing Connections Coordinator (may be combined with half-time Parenting Group Coordinator/Facilitator as one full-time position)

Provide an organization chart showing anticipated lines of authority (reporting relationships) of the NFN program staff (**Attachment 5**). Provide updated resumes for all continuing 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 roles 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, as well as the Program Manager's, Clinical Supervisor's, and Home Visitors' resumes (**Attachment 6**). On the organization chart required in Section 3, indicate this individual's location within your organization.

c. *Advisory Committee*. Provide a narrative explaining how your organization will maintain collaborative relationships with community agencies and other community representatives within the designated service area. Discuss your recruitment and retention strategy for members of the advisory committee. Provide a proposed meeting schedule and proposed agenda topics for the first year of the proposed contract.

Section 6 - PROPOSED COST

Include a cost proposal using the following budget forms:

a. Direct Services Staff Salaries 100A
b. Administrative Support Staff Salaries 100B
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, 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 (**Attachment 7**).

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 (**Attachment 8**). The affidavit is available online at www.ct.gov/opm, under the "Ethics Affidavits" link.

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. 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 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, and 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 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, 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 SEEC Form 11 attached.

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, 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.

CHECKLIST OF REQUIRED DOCUMENTATION

Section 1 – TABLE OF CONTENTS

Table of Contents (no form provided)

Section 2 – PROPOSER INFORMATION

Proposer's Authorized Representatives Form (**Cover Page**)

Notification to Bidders Form (pages 3 through 5) (**Attachment 1**)

Section 3 – ORGANIZATIONAL PROFILE

Organization Chart (**Attachment 2**)

Financial Statement(s) (**Attachment 3**)

Section 4 – STATEMENT OF WORK

CTF Agreements and Assurances Form (**Attachment 4**)

Section 5 – PERSONNEL RESOURCES

NFN Organization Chart (**Attachment 5**)

Resumes (**Attachment 6**)

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 Form

Section 7 – CONFLICT OF INTEREST

Disclosure Statement (**Attachment 7**)

Section 8 – AFFIDAVITS

Consulting Agreement Affidavit (Form 5) (**Attachment 8**)