## PROCUREMENT NOTICE

**State of Connecticut**
**Department of Correction**
**Legal Notice**

Notification of a procurement opportunity for **Prison Rape Elimination Act (PREA) Auditing of Correctional Facilities and Halfway House Programs** is available for review, download, and printing on the State Contracting Portal at http://das.ct.gov/cr1.aspx?page=12.

Procurement notices may also be accessed on the Department's web site at http://www.ct.gov/doc.

The Department of Correction is an Equal Opportunity/Affirmative Action Employer. Questions may be directed to the Contracts Administration Unit at (860) 692-6288.

Deaf and hearing-impaired individuals may use a TDD by calling 1-800-842-4524.

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# I. GENERAL INFORMATION

## A. INTRODUCTION

1. **RFP Name or Number.** RFP #DOC-PREA-17-SH / PREA Auditing

2. **Summary.** The Prison Rape Elimination Act (PREA) National Standards require that the Department ensure that each of its correctional facilities and halfway house programs is audited once every three years. The Department is seeking proposals from qualified entities and individuals to perform such PREA audits.

3. **Synopsis (Optional).** Not Available

4. **Commodity Codes.** The services that the Department wishes to procure through this RFP are as follows:

   0600 Services (Professional, Support, Consulting and Misc. Services)
   0800: Security Surveys and Security Consultations
   2000: Community and Social Services

## B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

| | |
|---|---|
| BFO | Best and Final Offer |
| CC | Correctional Center (CT)/Prison or Jail (U.S.) |
| CCF | Halfway House (CT)/Community Confinement Facility (U.S.) |
| C.G.S. | Connecticut General Statutes |
| CHRO | Commission on Human Rights and Opportunities (CT) |
| CI | Correctional Institution (CT)/Prison or Jail (U.S.) |
| Contractor | A private provider organization, state agency, municipality or individual that enters into a contract with the Department as a result of this RFP |
| Correctional Facility | Correctional Center or Correctional Institution (CT)/Prison or Jail (U.S.) |
| CT | Connecticut |
| DAS | Department of Administrative Services (CT) |
| Department | Department of Correction (CT) |
| DOC | Department of Correction (CT) |
| FOIA | Freedom of Information Act (CT) |
| Halfway House | Community Confinement Facility (U.S.) |
| IRS | Internal Revenue Service (U.S.) |
| LOI | Letter of Intent |
| OAG | Office of the Attorney General (CT) |
| OPM | Office of Policy and Management (CT) |
| OSC | Office of the State Comptroller (CT) |
| P.A. | Public Act |
| Proposer | A private provider organization, state agency, municipality or individual that has submitted a proposal to the Department in response to this RFP |
| Prospective Proposer | A private provider organization, state agency, municipality or individual that may submit a proposal to the Department in response to this RFP, but has not yet done so |
| RFP | Request for Proposals |
| SEEC | State Elections Enforcement Commission (CT) |

| | |
|---|---|
| Subcontractor | An individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific service as part of a contract with the Department as a result of this RFP |
| U.S. | United States |

## C. INSTRUCTIONS

1. **Official Contact.** The Department has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Department employee(s) (including appointed officials) or personnel under contract to the Department about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

   Name: Stacey Hubert, Contracts Administration Office
   Address: Connecticut Department of Correction
   24 Wolcott Hill Road, Wethersfield, CT 06109
   Phone: 860-692-6288
   E-Mail: Stacey.hubert@ct.gov

   Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

2. **RFP Information.** The RFP, addenda to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

   - Department's Web Site
     www.ct.gov/doc

   - State Contracting Portal
     http://das.ct.gov/cr1.aspx?page=12

   It is strongly recommended that any proposer or prospective proposer interested in this procurement subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing procurements and addenda that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

   Printed copies of all documents are also available from the Official Contact upon request.

3. **Contract Offers.** The offer of the right to negotiate a contract pursuant to this RFP is dependent upon the availability of funding to the Department. The Department anticipates the following:

   - Total Funding Available: To be determined[1]
   - Number of Contracts: To be determined
   - Contract Cost: To be determined
   - Contract Term: Up to three years

[1] Partially federally funded

4. **Eligibility.** Private provider organizations (defined as nonstate entities that are either nonprofit or proprietary corporations or partnerships), state agencies, units of local government, and individuals are eligible to submit proposals in response to this RFP. The Department is prohibited from entering into a Personal Service Agreement (PSA) with a retired State employee. (See OLR, General Notice 2003-15: Reemployment of Retired Employees, April 9, 2003.)

   The Department reserves the right to reject the submission of any proposer in default of any current or prior contract.

5. **Minimum Qualifications of Proposers.** To be eligible to submit a response to this Request for Proposals a proposer must have the following minimum qualifications:

   a. Member of a correctional monitoring body that is not part of, or under the authority of, the Department; or
   b. Member of an auditing entity such as an inspector general's or ombudperson's office that is external to the Department; and
   c. Certified by the U.S. Department of Justice to conduct PREA audits; and
   d. Demonstrated corrections experience; and
   e. Has not received financial compensation from the Department within the three years prior to the Department's retention of the auditor (except for compensation received for conducting prior PREA audits).

6. **Procurement Schedule.** See below. The Department may amend the schedule, as needed. Any change will be made by means of an addendum to this RFP and will be posted on the State Contracting Portal and the Department's web site.

   - RFP Released: November 7, 2016
   - ***MANDATORY*** Letter of Intent Due: November 21, 2016, 3:00 p.m. Eastern Time
   - Deadline for Questions: November 21, 2016, 3:00 p.m. Eastern Time
   - Answers Released (tentative): November 30, 2016
   - Proposals Due: December 14, 2016, 3:00 p.m. Eastern Time
   - Contract(s) Executed (tentative): March 15, 2017

7. **Letter of Intent.** A Letter of Intent (LOI) is ***required*** by this RFP. Proposers must use the LOI form provided by the Department in Section V. Attachments. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by e-mail (preferred) or U.S. mail by the deadline established in the Procurement Schedule. It is the sender's responsibility to confirm the Department's receipt of the LOI. ***Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.***

8. **Inquiry Procedures.** All questions regarding this RFP or the Department's procurement process must be directed, in writing, to the Official Contact by e-mail (preferred) before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Department may or may not respond to questions received after the deadline. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written addendum to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the addendum and duly noted as such. The Department will release the answers to questions on the date established in the Procurement Schedule. The Department will publish any and all amendments and addenda to this RFP on the State Contracting Portal and the Department's web site. At its discretion, the Department may distribute any amendments and addenda to this RFP to prospective proposers who submitted a Letter of Intent. **Proposals must include a signed Addendum Acknowledgement, which will be placed at the end of any and all addenda to this RFP.**

9. **Proposal Due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be ***received*** by the Official Contact on or before the due date and time:

   - Due Date: December 14, 2016
   - Time: 3:00 p.m. Eastern Time

   Faxed or e-mailed proposals will not be evaluated. The Department will not accept a postmark date as the basis for meeting the proposal due date and time. The Department suggests the proposer use certified or registered mail, or a delivery service such as United Parcel Service (UPS) to deliver the proposal. When hand-delivering proposals by courier or in person, allow extra time due to building security procedures. Proposals received after the due date and time may be accepted by the Department as a clerical function, but they will not be evaluated.

   Proposals shall not be considered received until they are in the hands of the Official Contact or another representative of the Contracts Administration Office designated by the Official Contact. At the discretion of the Department, late proposals may be destroyed or retained for pick-up by the proposers.

   An acceptable submission must include the following:

   - one (1) original proposal;
   - three (3) conforming copies of the original proposal; and
   - one (1) conforming electronic copy of the original proposal by e-mail (preferred) or on Compact Disk (CD).

The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned proposals will not be evaluated. The original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Evaluation Team. **The electronic copy of the proposal must be compatible with *Microsoft Office Word 2013, except the Budget, Appendices, and Forms. The electronic copy of the Budget may be compatible with Microsoft Office Excel 2013.*** If any of the required Appendices and Forms identified in Section IV are not compatible with Microsoft Office Word, they must be scanned and submitted in Portable Document Format (PDF) or similar file format.

10. **Multiple Proposals.** The submission of multiple proposals is ***not*** an option with this procurement.

11. **Declaration of Confidential Information.** Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations, and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL. In Section C of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released; and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

12. **Conflict of Interest - Disclosure Statement.** Proposers must include a disclosure statement concerning any current business relationships (within the past three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for its personal or corporate benefit. The Department will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement: *"[name of proposer] has no current business relationship (within the past three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

## ■ D. PROPOSAL FORMAT

1. **Required Outline.** All proposals must follow the required outline presented in Section IV. Proposal Outline. Proposals that fail to follow the required outline will be deemed, at the discretion of the Department, non-responsive and will not be evaluated.

2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must use the Cover Sheet form provided by the Department in Section V. Attachments.

3. **Table of Contents.** All proposals must include a Table of Contents that conforms to the required proposal outline. (See Section IV.)

4. **Executive Summary.** Proposals must include a high-level summary, not exceeding two (2) pages, of the main proposal and cost proposal. The Executive Summary shall include the proposer's demonstrated corrections experience.

5. **Attachments.** Attachments other than the required Appendices and Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices and Forms must not be altered or used to extend, enhance or replace any requirement of this RFP. Failure to abide by these instructions will result in disqualification.

6. **Style Requirements.** The original proposal and each of the three (3) conforming copies of the original proposal must conform to the following specifications:

| | |
|---|---|
| Binding Type: | None |
| Dividers: | None |
| Paper Size: | 8½" x 11", "portrait" orientation |
| Print Style: | 1-sided |
| Font Size: | Minimum of 11-point |
| Font Type: | Arial or Tahoma |
| Margins: | One inch (1") |
| Line Spacing: | Single-spaced |

7. **Pagination.** The Legal Name of the proposer must be displayed in the header of each page. All pages, from the Cover Sheet through the required Appendices and Forms, must be numbered consecutively in the footer.

8. **Packaging and Labeling Requirements.** All proposals must be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the proposer must appear in the upper left corner of the envelope or package. The RFP Name or Number must be clearly displayed on the envelope or package: **PREA Auditing** or **DOC-PREA-17-SH**.

   Any received proposal that does not conform to these packaging or labeling instructions will be opened as general mail. Such a proposal may be accepted by the Department as a clerical function, but will not be evaluated. At the discretion of the Department, such a proposal may be destroyed or retained for pick-up by the proposer.

## ■ E. EVALUATION OF PROPOSALS

1. **Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, offering the right to negotiate a contract, and negotiating with successful proposers, the Department will conform with its written procedures for procurements (pursuant to C.G.S. § 4-217) and to the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85).

2. **Evaluation Team.** The Department will designate an Evaluation Team to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Evaluation Team. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Evaluation Team may result in disqualification of the proposer.

3. **Minimum Submission Requirements.** All proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must (a) be received on or before the due date and time; (b) meet the Proposal Format requirements; (c) follow the required Proposal Outline; and (d) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any proposal that deviates significantly from the requirements of this RFP.

4. **Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Team will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighted according to their relative importance. The weights are disclosed below.

| Criteria | Possible Points |
|---|---|
| Organizational Requirements | 20 |
| Work Plan | 15 |
| Staffing Requirements | 20 |
| Data and Technology Requirements | 10 |
| **Total Possible Technical Points** | **65** |
| Budget Requirements | 35 |
| **Total Possible Points** | **100** |

Note:
As part of its evaluation, the Evaluation Team will consider the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

5. **Proposer Selection.** Upon completing its evaluation of proposals, the Evaluation Team will submit the rankings of all proposals to the Department head. The final selection of a successful proposer is at the discretion of the Department head. Any proposer selected will be so notified and offered an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Pursuant to Governor M. Jodi Rell's Executive Order No. 3, any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and proposer selection process.

6. **Debriefing.** Within ten (10) days of receiving notification from the Department, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Department to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Department will schedule and hold the debriefing meeting within fifteen (15) days of the request. The Department will not change, alter or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.

7. **Appeal Process.** Within ten (10) days of the debriefing meeting, unsuccessful proposers may appeal the Department's procurement process in writing, to the Department head. The proposer must set forth facts or evidence in sufficient and convincing detail for the Department head to determine whether the Department's process failed to comply with the State's statutes, regulations or standards (established in the *State of Connecticut, Office of Policy and Management, Procurement Standards: for Personal Service Agreements and Purchase of Service Contracts*) concerning competitive procurement or the provisions of the RFP. The Department head must issue a decision, in writing, not later than thirty (30) days after receipt of any such appeal. The filing of an appeal shall not constitute sufficient reason for the Department to delay, suspend, cancel or terminate the procurement process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.

   In the event that the Department head determines that a process violation has occurred and that the violation had a substantial effect on the procurement, the Department head shall take corrective action not later than thirty (30) days after the date of such a determination.

   In addition, a proposer has the right of appeal, under certain circumstances, to the State Contracting Standards Board, which is statutorily charged with considering and acting upon appeals (see C.G.S. §§ 4e-35, 4e-36, and 4e-37).

8. **Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Department's contracting procedures, which may include approval by the Office of the Attorney General.

## II. MANDATORY PROVISIONS

### A. STANDARD CONTRACT, PARTS I AND II

*By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract":*

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, quality assurance, reports, terms of payment, budget, and other program-specific provisions of any resulting contract. A sample of Part I is available from the Department's Official Contact upon request.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the contract. Part II is available on OPM's web site at: http://www.ct.gov/opm/fin/standard_contract.

Note:
Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected proposer (contractor), and, if required, the Attorney General's Office. Part II of the standard contract may be amended only in consultation with, and with the approval of, the Office of Policy and Management and the Attorney General's office.

### B. ASSURANCES

*By submitting a proposal in response to this RFP, a proposer implicitly gives the following assurances:*

1. **Collusion.** The proposer represents and warrants that it did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposal. The proposer also represents and warrants that the proposal is in all respects fair and is made without collusion or fraud.

2. **State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The State may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.

3. **Competitors.** The proposer assures that the proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.

4. **Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or addenda hereto. The proposal shall remain valid for a period of 180 days after the proposal due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Department may include the proposal, by reference or otherwise, into any contract with the successful proposer.

5. **Press Releases.** The proposer agrees to obtain prior written consent and approval of the Department for press releases that relate in any manner to this RFP or any resulting contract.

## ■ C. TERMS AND CONDITIONS

*By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:*

1. **Equal Opportunity and Affirmative Action.** 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.

2. **Preparation Expenses.** Neither the State nor the Department shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.

3. **Exclusion of Taxes.** The Department is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.

4. **Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.

5. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Department may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Department, and at the proposer's expense.

6. **Supplemental Information.** Supplemental information will not be considered after the deadline for submission of proposals, unless specifically requested by the Department. The Department may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Department. At its sole discretion, the Department may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.

7. **Presentation of Supporting Evidence.** If requested by the Department, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Department may make on-site visits to an operational facility or facilities of a proposer to further evaluate the proposer's capability to perform the duties required by this RFP. At its sole discretion, the Department may also check or contact any reference provided by the proposer.

8. **RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department 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 Department and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or 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 Department and, if required, by the Attorney General's Office.

## ■ D. RIGHTS RESERVED TO THE STATE

*By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the State:*

1. **Timing and Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Department.

2. **Amending or Canceling RFP.** The Department reserves the right to amend or cancel this RFP on any date and at any time, if the Department deems it to be necessary, appropriate, or otherwise in best interests of the State.

3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.

4. **Offer and Rejection of Proposals.** The Department reserves the right to offer in part, or to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department reserves the right to reject any proposal submitted after the proposal due date and time.

5. **Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract offered as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.

6. **Contract Negotiation.** The Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more proposer(s) for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFOs) on cost from proposers. The Department may set parameters on any BFOs received.

7. **Clerical Errors in Offer.** The Department reserves the right to correct inaccurate offers resulting from its clerical errors. This may include, in extreme circumstances, revoking the offering of the right to negotiate a contract already made to a proposer and subsequently offering the right to negotiate a 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.

8. **Key Personnel.** When the Department is the sole funder of a purchased service, the Department reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Department also reserves the right to approve replacements for key personnel who have terminated employment. The Department further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Department.

## ■ E. STATUTORY AND REGULATORY COMPLIANCE

*By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:*

1. **Freedom of Information, C.G.S. § 1-210(b).** The 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, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State 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. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.

2. **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** Connecticut statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons. IMPORTANT NOTE: The proposer must upload the Workplace Analysis Affirmative Action Report to the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information about uploading standard contract documents is available on the DAS web site under Administrative Services, State Procurement Marketplace, BizNet Connection, embedded in this section as a hyperlink.

3. **Consulting Agreements, C.G.S. § 4a-81.** 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 require a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. 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 C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's web site under Ethics Affidavits, embedded in this section as a hyperlink.
IMPORTANT NOTE: The proposer must upload the Consulting Agreement Affidavit (OPM Ethics Form 5) to the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information about uploading standard contract documents is available on the DAS web site under Administrative Services, State Procurement Marketplace, BizNet Connection, embedded in this section as a hyperlink.

4. **Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If a proposer is offered an opportunity to negotiate a contract with an anticipated value of $50,000 or more in a calendar or fiscal year, the proposer must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and Connecticut State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's web site under Ethics Affidavits, embedded in this section as a hyperlink.
IMPORTANT NOTE: The selected proposer must upload the Gift and Campaign Contributions Certification (OPM Ethics Form 1) to the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to contract execution. More information about uploading standard contract documents is available on the DAS web site under Administrative Services, State Procurement Marketplace, BizNet Connection, embedded in this section as a hyperlink.

5. **Contracts with Entities Making Certain Investments in Iran, C.G.S. § 4-252a.** No State agency or quasi-public agency shall enter into any large state contract, or amend or renew any such contract with any entity who (1) has failed to submit a written certification indicating whether or not such entity has made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, or has increased or renewed such investment on or after said date, or (2) has submitted a written certification indicating that such entity has made such an investment on or after October 1, 2013, or has increased or renewed such an investment on or after said date. Prior to submitting a bid or proposal for a large state contract, each bidder or proposer who is an entity shall submit a certification that such bidder or proposer has or has not made an investment as described herein. For purposes of this section, "large state contract" has the same meaning as provided in C.G.S. § 4-250. The OPM Iran Certification Form 7 is available on OPM's web site under Ethics Affidavits, embedded in this section as a hyperlink.
IMPORTANT NOTE: The proposer must upload the OPM Iran Certification Form 7 to the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information about uploading standard contract documents is available on the DAS web site under Administrative Services, State Procurement Marketplace, BizNet Connection, embedded in this section as a hyperlink.

6. **Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a proposer is offered an opportunity to negotiate a contract, the proposer must provide the Department with *written representation* or *documentation* that certifies the proposer complies with the State's nondiscrimination agreements and warranties. A nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and Connecticut State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's web site under Nondiscrimination Certification, embedded in this section as a hyperlink.
IMPORTANT NOTE: The selected proposer must upload the appropriate Nondiscrimination Certification form to the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to contract execution. More information about uploading standard contract documents is available on the DAS web site under Administrative Services, State Procurement Marketplace, BizNet Connection, embedded in this section as a hyperlink.

## III. PROGRAM INFORMATION

### A. DEPARTMENT OVERVIEW

The Connecticut Department of Correction incarcerates approximately 15,500 offenders throughout fifteen (15) facilities in the State of Connecticut. The agency operates an integrated jail, prison, and Parole system, which means that it is responsible for incarceration of youth, male, and female sentenced and unsentenced individuals, as well as ensuring appropriate community supervision for approximately 4,700 offenders residing in the community prior to completion of their criminal sentences.

Facility complements include a designated male youth facility (sentenced and unsentenced population), a designated female facility (youth and adults / sentenced and unsentenced population), four adult male jails (sentenced and unsentenced population), and nine adult male prisons.

The Department has operated a broad variety of community residential and non-residential programs for more than 40 years. These programs assist with the structured and supervised reintegration of formerly incarcerated individuals into their communities. The Department's network of community services includes the following residential program types:

1. Work release;
2. Substance abuse;
3. Mental health;
4. Transitional supportive housing; and
5. Sex offender treatment.

### B. PROGRAM OVERVIEW

The federal Prison Rape Elimination Act of 2003, 42 U.S.C. Section 15601 *et seq.* (PREA), seeks "To provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations, and funding to protect individuals from prison rape."

The purposes of PREA are to:

1. Establish a zero-tolerance standard for the incidence of prison rape in prisons in the United States;
2. Make the prevention of prison rape a top priority in each prison system;
3. Develop and implement national standards for the detection, prevention, reduction, and punishment of prison rape;
4. Increase the available data and information on the incidence of prison rape, consequently improving the management and administration of correctional facilities;
5. Standardize the definitions used for collecting data on the incidence of prison rape;
6. Increase the accountability of prison officials who fail to detect, reduce, and punish prison rape;
7. Protect the Eighth Amendment rights of Federal, state, and local prisoners;
8. Increase the efficiency and effectiveness of Federal expenditures through grant programs such as those dealing with health care; mental health care; disease prevention; crime prevention, investigation, and prosecution; prison construction, maintenance, and operation; race relations; poverty; unemployment; and homelessness; and
9. Reduce the costs that prison rape imposes on interstate commerce.

In accordance with the PREA National Standards, Part 115.401, during each one-year period starting on August 20, the Department shall ensure that at least one third of each facility type operated by the Department, or by a private organization on behalf of the Department, is audited. The Department is seeking proposals from qualified entities and individuals to perform such PREA audits, in compliance with the PREA National Standards found at 28 C.F.R. Part 115 and the Department's Administrative Directive 6.12. PREA audits of prisons and jails shall be performed in collaboration with Department staff. PREA audits of Department-contracted community confinement facilities shall be performed in collaboration with such facilities' staff.

## ■ C. MAIN PROPOSAL COMPONENTS

### 1. Organizational Requirements *(Page Limit: 10 pages)*

Private provider organizations (defined as nonstate entities that are either nonprofit or proprietary corporations or partnerships), state agencies, units of local government, and individuals are eligible to submit proposals in response to this RFP. The Department is prohibited from entering into a Personal Service Agreement (PSA) with a retired State employee. (See OLR, General Notice 2003-15: Reemployment of Retired Employees, April 9, 2003.)

To be eligible to submit a response to this Request for Proposals a proposer must have the following minimum qualifications:

a. Member of a correctional monitoring body that is not part of, or under the authority of, the Department; or
b. Member of an auditing entity such as an inspector general's or ombudperson's office that is external to the Department; and
c. Certified by the U.S. Department of Justice to conduct PREA audits; and
d. Demonstrated corrections experience; and
e. Has not received financial compensation from the Department within the three years prior to the Department's retention of the auditor (except for compensation received for conducting prior PREA audits).

The Department reserves the right to reject the submission of any proposer in default of any current or prior contract.

**A responsive proposal must include** the following information about the administrative and operational capabilities of the proposer.

a. *Administrative Office Location.* Provide the location of the proposer's administrative offices.

b. *Qualifications/Certification.* Describe the qualifications and experience of the proposer. Include information regarding U.S. Department of Justice PREA auditor certification, corrections experience, PREA auditing experience, and any other relevant experience.

c. *References.* Provide three (3) letters of reference in Section IV.H. Appendices. Letters must be from individuals or entities familiar with the proposer's experience providing the requested services. Letters cannot be from the proposer's current employees or volunteers. All three (3) letters cannot be from the same entity. Letters must include the organization name, contact name, mailing address, telephone number, and e-mail address of the writer. Letters must also include the nature of the writer's relationship with the proposer and detail the services provided by the proposer to the writer. These are **NOT** Letters of Support.

**2. Service Requirements**

a. *Audit Schedule*

The contractor shall perform PREA audits in accordance with the Audit Schedule provided by the Department in Section V. Attachments. Specific scheduling of facilities will be mutually agreed upon by the Department, community confinement facilities' staff as applicable, and the contractor, at the final discretion of the Department.

b. *Work Plan*

**A responsive proposal must** include a comprehensive and realistic work plan. The work plan must demonstrate the flow of activities in a logical and sequential manner. The work plan must include the following.

i. *Tasks and Deliverables.* Describe **what** start-up and implementation activities, actions, tasks, and deliverables the proposer will accomplish to perform each audit, as well as the staff **who** will be responsible for accomplishing each task and deliverable.

ii. *Methodologies.* Describe **how** each task and deliverable will be accomplished, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes.

iii. *Timetable/Schedule.* Include a proposed timetable indicating **when** each task and deliverable will be accomplished. Identify any significant milestones or deadlines.

**3. Staffing Requirements** (*Page Limit: Five pages)*

**A responsive proposal must include** the following information about all staff that **the proposer** intends to assign to this project.

a. *Staffing Plan*. Identify the number and type of all staff positions that will be assigned to this project, including but not limited to a Project Manager. The Project Manager's responsibilities shall include but not be limited to day-to-day oversight, attending all meetings at the request of DOC, and responding to DOC's requests for status updates and reports. Indicate whether each position will be newly created or existing. If the staff that will be assigned to the project are currently employed by the proposer, include their names and position titles.

Note: The Department must be notified in writing and in advance regarding the departure of any key personnel assigned to the project.

b. *Resumes.* Provide resumes, not exceeding two pages per resume, for all staff identified above that are currently employed by the organization, in Section IV.H. Appendices. Resumes must reflect staff qualifications including credentials, licenses, education, training, experience with the proposer, corrections experience, PREA auditing experience, and other relevant experience.

c. *Multilingual and Multicultural Competency.* Describe the cultural and linguistic background of all staff identified above.

**4. Data and Technology Requirements** (*Page Limit: Five pages)*

**A responsive proposal must provide** the following information about the information management system of the proposer.

a. *Equipment*. The proposal must describe the proposer's ability to access the Internet, send and receive secure outside e-mail, view PDF documents, and create correspondence and reports.

b. *Confidentiality Requirements*. Through performance of facility audits, the contractor will be privy to confidential information that can potentially compromise the safety and security of the public, Department staff, incarcerated individuals, and/or staff and residents of Department-contracted community confinement facilities. The contractor shall respect the confidentiality of all Department staff, incarcerated individuals, and staff and residents of Department-contracted community confinement facilities, as well as adhere to the Department's confidentiality requirements regarding receipt and dissemination of information that has the potential of compromising the Department's safety and security. Whenever practical, data, information, and documents shall be provided to the contractor electronically. The contractor shall not store hardcopy data of any kind; all data shall be stored electronically, in accordance with State and federal guidelines for storage of confidential information and personal health information, and encryption guidelines. The proposal must describe the proposer's ability to comply with these requirements.

c. *Administrative and Reporting Requirements.* The contractor shall be responsible for completion of all administrative and reporting functions associated with the performance of each PREA audit. This shall include, but not be limited to the:

i. Pre-Audit Questionnaire;
ii. Auditor Compliance Tool;
iii. Auditor Report; and
iv. Corrective Action Plan.

The proposal must describe the proposer's ability to meet these requirements.

Note: A portion of the total funding is expected to be provided by the federal government. Therefore, additional reporting functions may be required.

## ■ D. COST PROPOSAL COMPONENTS

### 1. Financial Requirements

**A responsive proposal must include** the following information about the proposer's fiscal stability. One copy only shall be included with the original proposal in Section IV.H. Appendices.

a. *Financial Statements.* A copy of the proposer's most recent three (3) annual financial statements, prepared by an accountant. If less than three (3) financial statements have been prepared, any supporting documentation assuring the financial efficacy of the proposer should be included (for example, a copy of the most recent tax return(s) filed with the Internal Revenue Service.)

b. Balance Sheet. A copy of the proposer's 2016 year-to-date balance sheet.

c. Income Statement. A copy of the proposer's 2016 year-to-date income statement.

### 2. Budget Requirements

a. *Cost Standards*. All proposed costs are subject to the federal *Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards*, and OPM *Cost Standards*. In the event of any inconsistency, the federal uniform guidance shall supersede the OPM cost standards. Be advised that the cost proposal is subject to revision prior to contract execution in order to ensure compliance with the OPM cost standards and federal uniform guidance.

More information about the OPM cost standards is available on OPM's web site: Cost Standards.

b. *Budget*. **A responsive proposal must include a separate budget form for each facility** to be audited, provided by the Department in Section V. Attachments.

c. *Budget Justification*. **A responsive proposal shall detail** how costs included in the budget were calculated. For example, specify how items included in Travel Costs were calculated (hotel, airfare, mileage, etc.) Either Microsoft Office Word or Excel format is acceptable.

Note 1: Consideration will be given to proposals that have more efficient and economical costs.

Note 2: The Department reserves the right to fund portions of a proposed budget and/or require adjustments.

Note 3: The Department reserves the right to consider all factors including cost in the final selection of a proposal. The opportunity to negotiate a contract with the Department may not be offered based on cost alone.

### 3. Payment Information

Payment shall be made periodically by the Department upon receipt and approval of satisfactorily completed services and deliverables. Requests for payment shall be submitted by the contractor in a format approved by the Department. Specific terms and conditions pertaining to the payment process shall be set forth in the terms of the resulting contract.

## IV. PROPOSAL OUTLINE

*This section presents the **required** outline that must be followed when submitting a proposal in response to this RFP. Proposals must include a Table of Contents that exactly conforms with the required proposal outline (below). Proposals must include all the sections listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete proposals will not be evaluated.*

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**A. Cover Sheet . . . . . 1**

**B. Table of Contents . . . . . 2**

**C. Declaration of Confidential Information . . . . . Etc.**

**D. Conflict of Interest - Disclosure Statement . . . . . .**

**E. Executive Summary . . . . . .**

**F. Main Proposal . . . . . .**

**1. Organizational Requirements . . . . . .**

a. Administrative Office Location . . . . . .
b. Qualifications/Certification . . . . . .

**2. Work Plan . . . . . .**

**3. Staffing Requirements . . . . . .**

a. Staffing Plan . . . . . .
b. Multilingual and Multicultural Competency . . . . . .

**4. Data and Technology Requirements . . . . . .**

a. Equipment . . . . . .
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**G. Cost Proposal . . . . . .**

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2. Budget Justification . . . . . .

**H. Appendices . . . . . .**

1. Reference Letters . . . . . .
2. Resumes . . . . . .
3. Financial Statements . . . . . .

4. Balance Sheet . . . . . .
5. Income Statement . . . . . .
6. Addendum Acknowledgement(s) . . . . . .

**I. Forms . . . . . .**

1. Commission on Human Rights and Opportunities, Workplace Analysis Affirmative Action Report [2]
2. Consulting Agreement Affidavit (OPM Ethics Form 5) [3]
3. OPM Iran Certification Form 7[4]

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[2] The proposer must upload this report into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information is embedded in Section II.E.2 of this RFP as a hyperlink.

[3] Required when the contract resulting from this RFP has an anticipated value of $50,000 or more in a calendar or fiscal year. The proposer must upload this certification into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information is embedded in Section II.E.3 of this RFP as a hyperlink.

[4] Required when the contract resulting from this RFP has an anticipated value of $500,000 or more in a calendar or fiscal year. The proposer must upload this certification into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information is embedded in Section II.E.5 of this RFP as a hyperlink.

**REQUEST FOR PROPOSALS**
**RFP # DOC-PREA-17-SH**
**Department of Correction**
**November 2016**

## ATTACHMENT #1: Audit Schedule

| Prisons and Jails | | | | | |
|---|---|---|---|---|---|
| **Facility/Location** | **Completion Date** | **Facility Type** | **# of Dorms/Housing Units** | **# of Staff** | **# of Inmates** |
| Brooklyn CI<br>59 Hartford Rd, Brooklyn | August 2017 | Prison | 4 Dorms | 110 | 490 |
| New Haven CC<br>245 Whalley Ave, New Haven | August 2017 | Jail | 3 Dorms/10 Housing Units | 240 | 737 |
| Garner CI<br>50 Nunnawauk Rd, Newtown | August 2017 | Prison | 11 Housing Units | 274 | 555 |
| Enfield CI<br>289 Shaker Rd, Enfield | August 2017 | Prison | 8 Housing Units | 194 | 722 |
| Robinson CI<br>285 Shaker Rd, Enfield | August 2017 | Prison | 11 Dorms | 304 | 1,368 |
| Manson Youth Institution<br>42 Jarvis St, Cheshire | August 2018 | Prison | 10 Housing Units | 305 | 589 |
| Willard-Cybulski CI<br>391 Shaker Rd, Enfield | August 2018 | Prison | 10 Dorms | 223 | 1,150 |
| Bridgeport CC<br>1106 North Ave, Bridgeport | August 2018 | Jail | 7 Dorms/7 Housing Units | 267 | 811 |
| Northern CI<br>287 Bilton Rd, Somers | August 2018 | Prison | 5 Housing Units | 198 | 239 |
| Corrigan-Radgowski CC<br>986 Norwich-New London Tpke, Uncasville | August 2018 | Prison | 5 Dorms/8 Housing Units | 421 | 784 |
| Hartford CC<br>177 Weston St, Hartford | August 2019 | Jail | 4 Dorms/8 Housing Units | 313 | 1,004 |
| Cheshire CI<br>900 Highland Ave, Cheshire | August 2019 | Prison | 1 Dorm/16 Housing Units | 418 | 1,367 |
| Osborn CI<br>335 Bilton Rd, Somers | August 2019 | Prison | 7 Dorms/12 Housing Units | 387 | 1,944 |
| MacDougall-Walker CI<br>1153 East St South, Suffield | August 2019 | Prison | 24 Housing Units | 557 | 2,030 |
| York CI<br>201 West Main St, Niantic | August 2019 | Prison | 1 Dorms/13 Housing Units | 503 | 1,075 |

| Community Confinement Facilities | | | |
|---|---|---|---|
| **Facility/Location** | **Completion Date** | **# of Staff** | **# of Beds** |
| Roger Sherman House<br>48 Howe St, New Haven | August 2017 | 19 | 61 |
| Sierra Work Release<br>48 Howe St, New Haven | August 2017 | 13 | 30 |
| Chase Center<br>21 Cliff St, Waterbury | August 2017 | 19 | 39 |
| Watkinson House<br>136 Collins St, Hartford | August 2017 | 19 | 20 |
| Hartford House<br>10 Irving St, Hartford | August 2017 | 12 | 17 |
| Next Step Cottage<br>215 Valley St/7 Cottage Place, Willimantic | August 2018 | 20 | 28 |
| Brooklyn Bridge<br>76 Hartford Rd, Brooklyn | August 2018 | 20 | 36 |
| Walter Brooks House<br>690 Howard Ave, New Haven | August 2018 | 35 | 67 |
| January Center<br>984 Norwich-New London Tpke, Uncasville | August 2018 | 20 | 12 |
| Cochegan House<br>984 Norwich-New London Tpke, Uncasville | August 2018 | 11 | 16 |
| Bishop House<br>31 Bishop St, Waterbury | August 2018 | 26 | 51 |
| Isaiah House<br>112,120 & 341 Clinton Ave, Bridgeport | August 2018 | 18 | 45 |
| Mary Magdelene House<br>407 Clinton Ave, Bridgeport | August 2018 | 10 | 17 |
| Waterbury East<br>31 Wolcott St, Waterbury | August 2018 | 22 | 51 |
| Cheyney House<br>155 Wethersfield Ave, Hartford | August 2018 | 16 | 41 |
| Johnson/Silliman House<br>199 Retreat Ave, Hartford | August 2018 | 22 | 26 |
| Central Avenue<br>24 Central Ave, Waterbury | August 2019 | 19 | 40 |
| Open Hearth<br>437 Sheldon St, Hartford | August 2019 | 21 | 44 |
| Warner House<br>58 High St, Torrington | August 2019 | 15 | 11 |
| Community Partners in Action<br>121 Washington St, Hartford | August 2019 | 14 | 24 |
| APT Foundation<br>425 Grant St, Bridgeport | August 2019 | 63 | 62 |
| Eddy Center<br>1 LaBella Cir, Middletown | August 2019 | 14 | 38 |
| Stein House<br>140 Sergeant St, Hartford | August 2019 | 11 | 16 |

| Community Confinement Facilities (continued) | | | |
|---|---|---|---|
| **Facility/Location** | **Completion Date** | **# of Staff** | **# of Beds** |
| Fellowship House<br>466 Long Hill Rd, Groton | August 2019 | 15 | 18 |
| Drapelick/Sullivan Center<br>1095 Blue Hills Ave, Bloomfield | August 2019 | 27 | 75 |
| Dana's House<br>75 Henry St, New Haven | August 2019 | 18 | 15 |

**REQUEST FOR PROPOSALS**
**RFP # DOC-PREA-17-SH**
**Department of Correction**
**November 2016**

## ATTACHMENT #2: Letter of Intent

Return to:
Stacey Hubert
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
860-692-6288 (Telephone)
stacey.hubert@ct.gov (E-mail)

The organization below intends to submit a proposal in response to the above referenced RFP.

Note: This letter is a non-binding expression of interest and does not obligate the sender to submit a proposal.

**Prospective Proposer:**

| | | |
|---|---|---|
| | | **( ) -** |
| Legal Name | | Telephone Number |
| | | |
| Mailing Address | Town, State | Zip Code |

**Contact Person:**

| | | |
|---|---|---|
| | | |
| Name | Title | |
| | | |
| Mailing Address | Town, State | Zip Code |
| **( ) -** | **( ) -** | |
| Telephone Number | FAX Number | E-mail Address |

**Person Authorized to Sign Contract:**

| | |
|---|---|
| | |
| Name | Title |
| | |
| Signature | Date |

## ATTACHMENT #3: Proposal Cover Sheet

**Proposer:**

| | | |
|---|---|---|
| | | **( ) -** |
| Legal Name | FEIN or Social Security Number | Telephone Number |
| | | |
| Mailing Address | Town, State | Zip Code |
| ☐ Yes ☐ No (*check one*) | ☐ Profit ☐ Nonprofit (*check one*) | |
| Incorporated | Type of Organization | Fiscal Year End |

| |
|---|
| **$** |
| Total Cost |

**Contact Person** (*Individual who can provide additional information about the proposal or who has immediate responsibility for the proposal*)**:**

| | | |
|---|---|---|
| | | **( ) -** |
| Name | Title | Telephone Number |
| | | |
| Mailing Address | Town, State | Zip Code |
| | | |
| E-mail Address | | FAX Number |

**Authorized Official** (*Individual empowered to enter into and amend contractual instruments in the name and on behalf of the Contractor*)**:**

| | | |
|---|---|---|
| | | **( ) -** |
| Name | Title | Telephone Number |
| | | |
| Mailing Address | Town, State | Zip Code |
| | | |
| E-mail Address | | FAX Number |

| |
|---|
| |
| Signature |

## Attachment #4: Budget (attach additional schedules as needed)

Facility: _____

I. Pre-Audit Phase

| | PERSONNEL COSTS | FTEs | Cost |
|---|---|---|---|
| A. | Project Manager | 0.00 | $ - |
| B. | Auditor(s) | 0.00 | $ - |
| C. | Other (specify): | 0.00 | $ - |
| | **Total Personnel Costs** | | **$ -** |
| D. | Travel Costs | | $ - |
| E. | Other (specify): | | $ - |
| | **TOTAL PRE-AUDIT COSTS** | | **$ -** |

II. On-Site Audit Phase

| | PERSONNEL COSTS | FTEs | Cost |
|---|---|---|---|
| A. | Project Manager | 0.00 | $ - |
| B. | Auditor(s) | 0.00 | $ - |
| C. | Other (specify): | 0.00 | $ - |
| | **Total Personnel Costs** | | **$ -** |
| D. | Travel Costs | | $ - |
| E. | Other (specify): | | $ - |
| | **TOTAL ON-SITE AUDIT COSTS** | | **$ -** |

III. Post-Audit Phase

| | PERSONNEL COSTS | FTEs | Cost |
|---|---|---|---|
| A. | Project Manager | 0.00 | $ - |
| B. | Auditor(s) | 0.00 | $ - |
| C. | Other (specify): | 0.00 | $ - |
| | **Total Personnel Costs** | | **$ -** |
| D. | Travel Costs | | $ - |
| E. | Other (specify): | | $ - |
| | **TOTAL POST-AUDIT COSTS** | | **$ -** |

| | |
|---|---|
| **TOTAL PRE-, ON-SITE & POST-AUDIT COSTS** | **$ -** |

IV. Corrective Action Plan (CAP)

| | PERSONNEL COSTS | FTEs | Cost |
|---|---|---|---|
| A. | Project Manager | 0.00 | $ - |
| B. | Auditor(s) | 0.00 | $ - |
| C. | Other (specify): | 0.00 | $ - |
| | **Total Personnel Costs** | | **$ -** |
| D. | Travel Costs | | $ - |
| E. | Other (specify): | | $ - |
| | **TOTAL CAP COSTS** | | **$ -** |

| | |
|---|---|
| **TOTAL COSTS** | **$ -** |