PROCUREMENT NOTICE

State of Connecticut
Department of Correction
Legal Notice

Notification of a procurement opportunity for **Community Residential Services** required by the Department 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 Office at (860) 692-7758.

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-RES-17-LB / **Community Residential Services**

2. **Summary.** The purpose of this request is to procure the following residential programs for males and females statewide:
   a. Work release;
   b. Substance abuse
   c. Mental health;
   d. Transitional supportive housing;
   e. Scattered-site supportive housing; and
   f. Medical.

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

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

   2000: Community and Social Services

B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunities (CT)
Contractor	A private provider organization, CT State agency, municipality or individual that enters into a contract with the Department as a result of this RFP
CT	Connecticut
DAS	Department of Administrative Services (CT)
Department	Department of Correction (CT)
DMHAS	Department of Mental Health and Addiction Services (CT)
DOC	Department of Correction (CT)
DPH	Department of Public Health (CT)
FOIA	Freedom of Information Act (CT)
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 (CT)
Proposer	A private provider organization, CT State agency, municipality or individual that has submitted a proposal to the Department in response to this RFP
Prospective Proposer	A private provider organization, CT 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)
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: Linda Burns, Contracts Administration Office
   Address: Connecticut Department of Correction
   24 Wolcott Hill Road, Wethersfield, CT 06109
   Phone: 860-692-7758
   E-Mail: Linda.burns@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: Confidential
   - Maximum Contract: To be determined
   - Number of Contracts: To be determined
   - Contract Cost: Confidential
   - Contract Term: Up to two (2) years with the option of a three- to six-year extension at the discretion of the Department

4. **Eligibility.** Pursuant to C.G.S. § 18-101i, the Department must offer Purchase of Service contracts only to private nonprofit organizations, state agencies or units of local government.

   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 a minimum of three (3) years' demonstrated experience providing the requested services to formerly incarcerated individuals.

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:	August 31, 2016
• ***MANDATORY*** Letter of Intent Due:	September 15, 2016, 3:00 p.m. Eastern Time
• Deadline for Pre-RFP Conference Questions:	September 15, 2016, 3:00 p.m. Eastern Time
• Answers Released:	September 22, 2016
• RFP Conference:	September 29, 2016
• Deadline for Post-RFP Questions:	October 6, 2016, 3:00 p.m. Eastern Time
• Answers Released (tentative):	October 14, 2016
• Proposals Due:	October 28, 2016, 3:00 p.m. Eastern Time
• Contract(s) Executed (tentative):	January 1, 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. Forms. 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 submitted to the Official Contact by e-mail (preferred) or U.S. mail, before the deadlines 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 deadlines 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 deadlines. 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 dates 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 electronically 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. **RFP Conference.** An RFP conference will be held to answer questions from prospective proposers. Attendance at the conference is **mandatory**. Prospective proposers who are not physically represented at the conference are automatically disqualified and ineligible to submit proposals. Copies of the RFP will not be available at the RFP Conference. Prospective proposers are asked to bring a copy of the RFP and writing instruments to the conference. At the conference, attendees will be provided an opportunity to submit written or verbal questions, which the Department's representatives may (or may not) answer at the conference. Any verbal answers given at the conference by the Department's representatives are tentative and not binding on the Department. All questions submitted will be answered in a written amendment to this RFP, which will serve as the Department's official response to questions asked at the conference. 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 amendment and duly noted as such. The agency will release the amendment on the date established in the Procurement Schedule. The Department will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Department's Web Site.

   - Date: September 29, 2016
   - Time/Location: TBD (specifics will be e-mailed to prospective proposers who submitted an LOI)

10. **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: October 28, 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;
   - five (5) 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* or *Microsoft Office Excel 2013*.** If any of the required Appendices and Forms identified in Section IV are not compatible with Microsoft Office Word or Microsoft Office Excel, they must be scanned and submitted in Portable Document Format (PDF) or similar file format.

11. **Multiple Proposals.** The submission of multiple proposals is an option with this procurement. Each proposal must be self-contained and packaged separately.

12. **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).

13. **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. Forms.

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 respondent's minimum of three (3) years' demonstrated experience providing the requested services to formerly incarcerated individuals.

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 five (5) conforming copies of the original proposal must conform to the following specifications:

Binding Type:	None specified
Dividers:	None specified
Paper Size:	8½" x 11", "portrait" orientation
Print Style:	2-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: **Community Residential Services** or **DOC-RES-17-LB**.

   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, negotiating with successful proposers, and offering the right to negotiate a contract, the Department will conform with its written procedures for POS 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.

   - Organizational Requirements (weighted at a factor of 2)
   - Service Requirements (weighted at a factor of 3)
   - Staffing Requirements (weighted at a factor of 1)
   - Data and Reporting Requirements (weighted at a factor of 1)
   - Work Plan (weighted at a factor of 2)
   - Financial Requirements (weighted at a factor of 1)
   - Budget Requirements (weighted at a factor of 2)
   - Appendices (weighted at a factor of 1)

   Note 1: 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).

   Note 2: If the proposer has provided contracted services to the Department within the past three (3) years, the Evaluation Team will use the proposer's submitted Performance Outcome Measure reports for the past three (3) years to consider the extent to which the proposer's DOC-contracted programs met or exceeded performance outcome measures. The Evaluation Team will also consider whether the proposer has been on enhanced monitoring status at any time during the past three (3) years.

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 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. In July 2016, the Department restructured the statewide network of services available to individuals released prior to the completion of their sentences. This community network offers a comprehensive and integrated system of care that standardizes components of both residential and non-residential programs, eliminates redundancy in contracted programs and strengthens collaborative relationships between Department staff and contracted providers within each Parole District, which increases the likelihood of an individual's successful reintegration. The Department's network of community services includes the following.

1. **Residential Work Release Programs:** Programs designed to provide assistance to residents in obtaining meaningful employment. These programs provide 24/7 on-site supervision of residents. The goal upon completion of the program is for each resident to have stable, legal employment, an acceptable place to live, and sufficient savings to live independently.

2. **Residential Women and Children Programs:** A female work release program with an on-site family reunification component. This includes availability of housing for female residents and their children.

3. **Residential Substance Abuse Programs:** A clinical treatment program that provides individual and group treatment tailored to the individual resident's treatment goals. The average length of stay is 30 to 45 days. The minimum and maximum length of stay are determined in consultation with the Department based on the resident's needs. On-site supervision of residents is required 24 hours per day, seven days per week. The goal upon completion of the program is for each resident to have completed the treatment provided by the contractor, and either obtained stable, legal employment and made suitable living arrangements or be transferred to a Department-contracted work release program for the remainder of the resident's supervision.

4. **Residential Mental Health Programs:** A 4-6 month program with a 30-45 day in-house initial orientation and intensive treatment component for residents with mental health needs. The in-house component is followed by a period of treatment and supervision while residents seek employment. 24/7 on-site supervision of residents is required at all times. The goal upon completion of the program is for each resident to have completed the treatment component provided by the contractor, obtained stable, legal employment and made suitable living arrangements, if able. Program staff are responsible for ensuring that upon release, residents who are unable to work or live independently have established community linkages and relationships with area providers.

5. **Residential Transitional Supportive Housing Programs:** A 30-60 day program designed to provide safe and secure housing for residents awaiting transfer to transitional supervision status, as well as residents with less than 60 days left on their sentences. Transitional Supportive Housing programs should provide on-site supervision and should include a case management and assessment component. After assessment, referrals will be made to non-residential services as needed. Transitional Supportive Housing programs also provide on-site housing and benefit specialists to assist residents with needed services.

6. **Residential Scattered-Site Supportive Housing Programs:** Programs designed to enable eligible individuals to transition to independent living. Programs run 3-4 months in length and do not require on-site supervision. These programs generally consist of apartment-style living for 1-2 same gender residents. Each program is responsible for providing an assessment and referral component. After assessment, referrals will be made to non-residential services as needed.

7. **Residential Sex Offender Treatment Programs:** A male residential program running approximately 6 months in length. The program is reserved for individuals convicted of a sexual offense, and is targeted to provide individualized, intensive treatment for the individual's sexual offense in a community setting. The program also offers intensive case management, life-skills, and employment components to assist with the resident's reintegration into the community.

8. **Non-Residential Domestic Violence Treatment Programs:** Programs offer group counseling sessions for male and female perpetrators of domestic violence.

Through this RFP, the Department is seeking to: expand its existing network of residential programs; and to develop and implement residential programs for individuals who cannot fully participate in existing residential programs due to medical needs, but are able to function independently in the community.

■ B. MAIN PROPOSAL COMPONENTS

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

Pursuant to C.G.S. § 18-101i, the Department must offer Purchase of Service contracts only to private nonprofit organizations, state agencies or units of local government. To be eligible to submit a response to this Request for Proposals a proposer must have a minimum of three (3) years' demonstrated experience providing the requested services to formerly incarcerated individuals.

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. *Purpose/Mission/Philosophy.* Briefly describe the purpose, mission, and philosophy of the organization and the proposed program. Describe how the program and organization will adhere to applicable state and federal laws, regulations, and policies governing alcohol or other drug abuse services.

b. *Entity Type/Years of Operation.* Provide a brief history of the organization and the proposed program. The proposer must be established as a private, non-profit organization, state agency or unit of local government prior to submission of a proposal, and must provide proof such as a copy of the Internal Revenue Service (IRS) determination letter, in Section IV.H. Appendices.

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

d. *Qualifications/Certification/Licensure.* Demonstrate the organization's experience providing the requested services to formerly incarcerated individuals. If the proposer or proposed program holds any certifications or licensures, please detail the type and how long it has been held.

e. *References.* If the proposer has not provided contracted services to the Department within the past three (3) years, 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 to formerly incarcerated individuals. Letters cannot be from the proposer's current employees or volunteers. 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 (*Page Limit: 20 pages*)

A responsive proposal must include the following information about how the respondent shall provide the requested services. The contractor shall be required to adhere to the terms and conditions of the DOC Parole and Community Services Residential Provider Manual.

a. *Referral Process.* Pursuant to C.G.S. Sec. 18-86c, in the absence of exclusionary criteria it is understood that the Contractor shall accept all referrals. Under normal circumstances, the contractor shall have a not to exceed period of three (3) days to review referrals made by DOC. If the Contractor does not respond to the referral within three (3) days, DOC shall consider the referral as accepted. The referral process should not rely on a requirement for face-to-face interviews of prospective residents as an eligibility determination. While the Department will work with contractors to allow pre-release physical/telephonic interviews of prospective residents, this will not routinely be a possibility within the referral timeframe.

   Proposals should delineate the maximum time period between referral acceptance and initial intake appointment, as well as the time period between initial intake appointment and first scheduled service.

b. *Program Capacity.* Detail gender and age of individuals that will be accepted into the program. Proposals should include total number of beds proposed, total number of beds in the program, and who utilizes beds not proposed for purchase by the Department, as well as gender of both. The Department will not allow congregate housing of both males and females. The contractor shall not house DOC and non-DOC residents in the same bedrooms, and shall post signage that clearly identifies the bedrooms occupied by DOC residents.

c. *Date of Program Availability*. Programs should be available by January 1, 2017.

d. *Location of Program.* Proposers are not required to obtain possession of physical space, zoning compliance or DPH licensure prior to submission of a proposal, although preference will be given to proposals indicating possession of space, zoning compliance, and DPH licensure. The Department will require retention of space, proof of zoning compliance, and proof of licensure for all programs, in accordance with State and local regulations, prior to contract execution. If space, zoning, and licensure are not secured at the time of proposal submission, the proposer must affirm that they will be obtained by January 1, 2017. The Department reserves the right to terminate any negotiations or subsequent contracts if the proposer fails to obtain space, zoning or licensure. Furthermore, the Department reserves the right to deem a proposed site as unsuitable for the operation of a residential program.

   i. Does the proposer currently control the site? If no, provide details of how and when the site will be available.
   ii. Has appropriate zoning been secured for the site? If yes, provide proof of zoning compliance in Section IV.H. Appendices. If no, indicate a timeline for obtaining such documentation or justification as to why zoning is not required.
   iii. Is the site appropriately licensed by DPH? If yes, provide proof of licensure in Section IV.H. Appendices. If no, indicate a timeline for obtaining such documentation or justification as to why licensure is not required.
   iv. Is the site fully compliant with the 2010 ADA Standards for Accessible Design including, but not limited to accessible to individuals who use wheelchairs? If no, describe the degree to which the site is compliant.
   v. Does the program site share space with any other program, agency, business, residence, etc.?

e. *Room and Board.* Proposals should describe the physical living space of residents, number of residents assigned per bedroom, and number of residents sharing a bathroom, as well as food and furnishing arrangements. Provide the average length of stay needed to complete the program. The Department has established an average length of stay of:

   i. 120 days for its work release programs; and
   ii. 30-45 days for its substance abuse programs.

   The proposed program should be structured in such a way as to ensure that all components can be successfully completed within the specified timeframe. The maximum length of stay shall be determined in consultation with the Department based on the resident's needs.

f. *Accountability.* The Department requires the residential programs requested through this RFP to be supervised by on-site staff on a 24/7 basis. Proposals should describe the extent to which program staff will monitor residents. Include any procedures for facility counts, community access, security policies, employment checks, etc.

g. *Intake/Orientation.* Describe the process followed for each intake, as well as the topics covered during the orientation period. Orientation periods should not exceed one week, and should focus on initial development of an Individualized Service or Treatment Plan. Orientation must include assessment by a validated needs assessment tool approved by DOC Parole and Community Services.

   Proposals for Residential Mental Health programs must also include explanation of use of any validated mental health assessment tool (such as the CAI, SASSI, ASI, T-ASI, TCUDS II, etc.).

h. *Development of Individual Service/Treatment Plans.* Program staff, in conjunction with the resident, should work together to develop an Individual Service/Treatment Plan that addresses the resident's primary criminogenic needs. The plan should incorporate information obtained from assessments, and should identify needed services and goals.

i. *Service/Treatment Components.* Proposals must describe services offered to residents and the modality by which they are offered.

i. Residential Work Release Programs

The Department expects programs of this type to function primarily as programs that assist residents with obtaining employment and establishing savings accounts while preparing for transition to independent living. The following components must be addressed.

a) Job Development. It is expected that the program will include a significant emphasis on development of relationships with local employers willing to hire formerly incarcerated individuals.

b) Job Readiness. It is expected that the program will include components to strengthen a resident's likelihood of sustainable employment. These components should include, but not be limited to: Employment Counseling; Job Search Techniques; Resume Assembly; Interviewing Skills; Job Application Preparation; etc.

c) Job Retention. It is expected that the program will include a component designed to encourage employer communication regarding the resident's work ethics, productivity, etc. It is also expected that the program will provide a strong focus on providing residents with the tools necessary to deal with conflict productively, and retaining their employment long-term.

d) Savings Account Maintenance. All residents will be expected to establish a savings account (in accordance with the definition delineated in Section III.A.1 of this RFP).

e) Transportation Assistance. The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.

f) Identification Procurement. It is expected that residents will be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.

g) Benefits Assistance. It is expected that residents will be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).

h) Housing Assistance. It is expected that residents will be assisted with obtaining adequate, non-shelter housing upon completion of the program.

i) Drug Testing. It is expected that the program will perform drug testing of residents. The Department requires that drug tests be performed a minimum of once per month for the resident's entire length of stay. Proposals should include the level and type of drug test to be performed.

j) Discharge Planning. In conjunction with the resident's Individual Service Plan, program staff should work collaboratively with the resident to develop a Discharge Plan. The Discharge Plan should include permanent housing options upon release, benefits eligibility, linkage to local community services, etc.

ii. Substance Abuse Programs

The following components must be addressed.

a) Substance Abuse Treatment. Include specific group and individual counseling session length, duration, and curricula to be utilized, as well as group capacity. Also include the proposer's capability of providing and/or allowing medication assisted treatment (MAT).

b) Transportation Assistance. The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.

c) Identification Procurement. It is expected that residents will be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.

d) Benefits Assistance. It is expected that residents will be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).

e) Housing Assistance. It is expected that residents will be assisted with obtaining adequate, non-shelter housing upon completion of the program.

f) Drug Testing. It is expected that the program will perform drug testing of residents. The Department requires that drug tests be performed a minimum of once per month for the resident's entire length of stay. Proposals should include the level and type of drug test to be performed.

g) Discharge Planning. In conjunction with the resident's Individual Treatment Plan, program staff should work collaboratively with the resident to develop a Discharge Plan. The Discharge Plan should include permanent housing options upon release, benefits eligibility, linkage to local community services, etc.

iii. Residential Mental Health Programs

The Department expects programs of this type to accept individuals with a high level of mental health needs (assessed by the Department as Mental Health Levels 4 and 5). The program should accommodate those individuals who will most often require some level of assistance for the remainder of their lives, and those who may be targeted for DMHAS services upon release. The following components must be addressed.

a) Mental Health Treatment. How will assessed mental health needs of residents be addressed? Include specific group and individual counseling session length, duration, and curricula to be utilized, as well as group capacity.

b) Medication Management. It is expected that the program will include the capability to provide medication management to residents in need of such services as a result of their mental health needs. Proposals should describe how the program will provide medication management.

c) Employment. It is expected that the program will include a component that allows for community access (after completion of intensive mental health treatment components), which may include possible employment for those residents able to sustain such. Proposals should describe the capacity of the program to assist with resident employment.

d) Community Access. It is expected that the program will include a community access component that will allow residents to begin reintegration in a supervised and structured manner. This may include group activities, employment search, etc.

e) Service Linkage. It is expected that the program will include the capability to provide linkage to local mental health providers and/or DMHAS providers to ensure continuity of care upon completion of the program.

f) Transportation Assistance. The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.

g) Identification Procurement. It is expected that residents will be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.

h) Benefits Assistance. It is expected that residents will be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).

i) Housing Assistance. It is expected that residents will be assisted with obtaining adequate, non-shelter housing upon completion of the program.

j) Drug Testing. It is expected that the program will perform drug testing of residents. The Department requires that drug tests be performed a minimum of once per month for the resident's entire length of stay. Proposals should include the level and type of drug test to be performed.

k) Discharge Planning. In conjunction with the resident's Individual Treatment Plan, program staff should work collaboratively with the resident to develop a Discharge Plan. The Discharge Plan should include permanent housing options upon completion of the program, benefits eligibility, linkage to local community services, etc.

iv. Transitional Supportive Housing Programs

The Department expects programs of this type to function primarily as programs that assist residents with independent living options, benefits eligibility, permanent housing, and referrals for needed services. The following components must be addressed.

a) Job Development. It is expected that the program will include a significant emphasis on development of relationships with local employers willing to hire formerly incarcerated individuals.

b) Job Readiness. It is expected that the program will include components to strengthen a resident's likelihood of sustainable employment. These components should include, but not be limited to: Employment Counseling; Job Search Techniques; Resume Assembly; Interviewing Skills; Job Application Preparation; etc.

c) Job Retention. It is expected that the program will include a component designed to encourage employer communication regarding the resident's work ethics, productivity, etc. It is also expected that the program will provide a strong focus on providing residents with the tools necessary to deal with conflict productively, and retaining their employment long-term.

d) Savings Account Maintenance. All residents will be expected to establish a savings account (in accordance with the definition delineated in Section III.A.1 of this RFP).

e) Transportation Assistance. The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.

f) Identification Procurement. It is expected that residents will be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.

g) Benefits Assistance. It is expected that residents will be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).

h) Housing Assistance. It is expected that residents will be assisted with obtaining adequate, non-shelter housing upon completion of the program.

i) Drug Testing. It is expected that the program will perform drug testing of residents. The Department requires that drug tests be performed a minimum of once per month for the resident's entire length of stay. Proposals should include the level and type of drug test to be performed.

j) Discharge Planning. In conjunction with the resident's Individual Service Plan, program staff should work collaboratively with the resident to develop a Discharge Plan. The Discharge Plan should include permanent housing options upon completion of the program, benefits eligibility, linkage to local community services, etc.

v. Scattered-Site Supportive Housing Programs

The following components must be addressed.

a) Life Skills Development. It is expected that the program will address life-skill development for residents (for example, money management, maintaining a bank account, financial management, running a household, etc.).

b) Basic Needs Assistance. It is expected that residents will be assisted with meeting basic needs such as food, clothing, and toiletries when necessary.

c) Transportation Assistance. The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.

d) Identification Procurement. It is expected that residents will be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.

e) Benefits Assistance. It is expected that residents will be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).

f) Housing Assistance. It is expected that residents will be assisted with obtaining adequate, non-shelter housing upon completion of the program. This may include transition to a similar independent living apartment.

g) Drug Testing. It is expected that the program will perform drug testing of residents. The Department requires that drug tests be performed a minimum of once per month for the resident's entire length of stay. Proposals should include the level and type of drug test to be performed.

h) Discharge Planning. In conjunction with the resident's Individual Service Plan, program staff should work collaboratively with the resident to develop a Discharge Plan. The Discharge Plan should include permanent housing options upon completion of the program, benefits eligibility, linkage to local community services, etc.

vi. Medical Programs

The following components must be addressed.

a) Americans with Disabilities Act Standards. Is the program site fully compliant with the 2010 ADA Standards for Accessible Design including, but not limited to accessible to individuals who use wheelchairs? Preference will be given to program sites that are accessible to individuals who use wheelchairs.

b) Medication Management. It is expected that the program will include the capability to provide medication management to residents in need of such services as a result of their medical needs. Proposals should describe how the program will provide medication management.

c) Job Development. It is expected that the program will include a significant emphasis on development of relationships with local employers willing to hire formerly incarcerated individuals.

d) Job Readiness. It is expected that the program will include components to strengthen a resident's likelihood of sustainable employment. These components should include, but not be limited to: Employment Counseling; Job Search Techniques; Resume Assembly; Interviewing Skills; Job Application Preparation; etc.

e) Job Retention. It is expected that the program will include a component designed to encourage employer communication regarding the resident's work ethics, productivity, etc. It is also expected that the program will provide a strong focus on providing residents with the tools necessary to deal with conflict productively, and retaining their employment long-term.

f) Savings Account Maintenance. All residents will be expected to establish a savings account (in accordance with the definition delineated in Section III.A.1 of this RFP).

g) Community Access. It is expected that the program will include a community access component that will allow residents to begin reintegration in a supervised and structured manner. This may include group activities, employment search, etc.

h) Service Linkage. It is expected that the program will include the capability to provide linkage to local medical providers to ensure continuity of care upon completion of the program.

i) Transportation Assistance. The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.

j) Identification Procurement. It is expected that residents will be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.

k) Benefits Assistance. It is expected that residents will be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).

l) Housing Assistance. It is expected that residents will be assisted with obtaining adequate, non-shelter housing upon completion of the program.

m) Drug Testing. It is expected that the program will perform drug testing of residents. The Department requires that drug tests be performed a minimum of once per month for the resident's entire length of stay. Proposals should include the level and type of drug test to be performed.

n) Discharge Planning. In conjunction with the resident's Individual Service Plan, program staff should work collaboratively with the resident to develop a Discharge Plan. The Discharge Plan should include permanent housing options upon completion of the program, benefits eligibility, linkage to local community services, etc.

j. *Evidence-Based Programming*. The proposal must describe the extent to which services will be evidence-based and how that determination was made. Describe what evidence-based curricula will be utilized, any evidence-based philosophies utilized (for example, M/I, MET, CBT, etc.), and specific gender-responsive philosophies utilized. Cite specific research, papers, journals, etc. Copies of the cited literature will be requested, if necessary. **Do not** include them with the proposal.

k. *Internal Security Measures*. The proposal must clearly describe all internal security measures.

l. *Prison Rape Elimination Act (PREA)*. All contractors providing residential services shall adhere to the federal Prison Rape Elimination Act of 2003, Public Law 108-79. Additionally, all contractors providing residential services shall comply with Department policies and procedures as they relate to PREA standards for contracted residential community programs, as such policies and procedures are delineated and maintained in the Department's Parole and Community Services Residential Provider Manual.

m. *Eligibility and Exclusions.* The proposal must clearly define all eligibility criteria and must identify and define any categories of individuals who would be excluded from the program. All exclusions must be fully explained including rationale for exclusion. Release status is not an acceptable criterion for eligibility or exclusion. Individuals should be accepted into the program regardless of custody status and criminal history. Preference will be given to proposers demonstrating the least restrictive eligibility and exclusionary criteria, especially with regard to individuals convicted of a sexual offense or arson.

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 the proposed program.

a. *Program Staff/Manager*. Include a staffing matrix in Section IV.H. Appendices of the proposal, using the form provided in Section V. Forms of this RFP. Identify each staff position that will be responsible for implementing and providing the requested services, including but not limited to a Program Manager. The Program Manager's responsibilities shall include but not be limited to day-to-day oversight of the program. Indicate whether each position will be newly created or existing. If the staff that will be assigned to the program are currently employed by the organization, include their names and position titles. If the staff that will be assigned to the program are not currently employed by the organization, present a strategy to recruit and hire staff that possess the qualifications specified in the job descriptions requested in Section III.C.3.b below. The staffing matrix does not count toward the page limit of the proposal.

b. *Job Descriptions*. Provide current job descriptions for each position identified in Section III.C.3.a above, in Section IV.H. Appendices. The job descriptions must outline the specific duties associated with the proposed program, and minimum credential, license, education, training, and experience requirements. Each job description should clearly show how the position supports the proposed program. Job descriptions do not count toward the page limit of the proposal.

c. *Resumes*. Provide resumes, not exceeding two pages per resume, for all staff identified in Section III.C.3.a 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, experience with government-funded projects, and other relevant experience. Resumes do not count toward the page limit of the proposal.

d. *Recruitment, Hiring, and Retention Plan*. Detail the proposer's recruitment, hiring, and retention plan, including any efforts made to recruit and hire people with disabilities.

e. *Staff Training/Education/Development*. Describe the proposer's staff training, education, and development plan to ensure staff competency in the provision of the requested services.

f. *Multilingual and Multicultural Competency*. Describe the cultural and linguistic background of staff identified in Section III.C.3.a above in relation to the service population. Since it is unrealistic to maintain staff with cultural and linguistic capabilities for all potential ethnic groups, explain how the program intends to serve those ethnic groups outside the cultural and linguistic capabilities of program staff.

4. **Reporting Requirements** (*Page Limit: Five pages)*

A responsive proposal must include the following information about the information management and performance measurement systems of the proposer.

a. *Equipment*. The proposal must describe the proposer's ability to access the Internet, send and receive secure outside e-mail, and view PDF documents. The proposal must also describe the office operating systems currently utilized by the proposer, and the capability of the proposer to maintain electronic health records and electronic case management records/resident files.

b. *Reports.* The contractor shall be required to file the following reports electronically, on forms provided by the Department, with the Department's Contracts Administration Office unless otherwise noted. The proposal must describe the proposer's ability to comply with these requirements.

   i. Residential Monthly Progress Report, within five calendar days after the end of each month, with the supervising Parole Officer;

   ii. Residential Monthly Discharge Report, within 30 calendar days before the resident's discharge (if planned) or 48 hours after the resident's discharge (if unplanned), with the supervising Parole Officer;

   iii. Monthly Residential Utilization Report, within seven calendar days after the end of each month;

   iv. Performance Outcome Measure Report, by January 7 of each year for the period of July 1 through December 31, and by July 7 of each year for the period of July 1 through June 30;

   v. Annual Budget, using the Purchase of Services Uniform Chart of Accounts and Electronic Workbook promulgated by OPM, by June 15 of each year for the following State fiscal year (July 1 through June 30);

   vi. Staffing Matrix, by June 15 of each year; and

   vii. Expenditure Report, using the Purchase of Services Uniform Chart of Accounts and Electronic Workbook promulgated by OPM, by March 31 of each year for the period of July 1 through the last day of February, and by September 30 of each year for the period of July 1 through June 30.

c. *Disclosure Policy*. Case file information on program participants including names, Social Security Numbers, and other sensitive information is considered confidential and may not be released. The contractor must protect confidential and private information gained from program participants. Appropriate physical and electronic security policies must be in place to protect sensitive information. The proposal must describe the proposer's ability to comply with this disclosure policy.

d. *Performance Outcome Measures*. The contractor shall adhere to established Performance Outcome Measures developed and promulgated by DOC as such may be amended from time to time. The proposal must describe: how the program will be monitored to ensure that the performance outcome measures are met; and the data collection methodology to ensure credible documentation of program services. The Department has developed and promulgated the following performance outcome measures.

i. Work Release Programs

a) 95% of admitted offenders will have an Individual Service/Treatment Plan completed within 15 calendar days of admission;
b) 50% of offenders will have obtained part-time, full-time or temporary employment or be enrolled in school within 90 days of admission;
c) 90% of successfully discharged offenders will have obtained housing;
d) 95% of eligible offenders will maintain savings accounts held in their name, by contractor or by conservator;
e) 98% of offenders will have at least one random drug screen monthly and 85% of offenders will have no positive drug screens;
f) 75% of discharged offenders will have completed the program successfully; and
g) 98% of successfully discharged offenders will have a discharge plan/summary.

ii. Substance Abuse Programs

a) 95% of admitted clients will have Individual Service/Treatment Plans within 15 calendar days of admission;
b) 98% of clients will have at least one random drug screen monthly and 90% of clients will have no positive drug screens within reporting period;
c) 75% of discharged clients will have completed the program successfully; and
d) 98% of successfully discharged clients in the program 15 calendar days or longer will have a completed discharge/summary plan.

iii. Mental Health Programs

a) 95% of admitted clients will have Individual Service/Treatment Plans within 15 calendar days of admission;
b) 90% of successfully discharged clients will have obtained safe, non-shelter housing;
c) 98% of clients will have at least one random drug screen monthly and 90% of clients will have no positive drug screens within reporting period;
d) 70% of discharged clients will have completed the program successfully; and
e) 98% of successfully discharged clients in the program 15 calendar days or longer will have a completed discharge/summary plan.

iv. Transitional Supportive Housing Programs

a) 95% of admitted clients will have ISP/ITP's within 15 calendar days of admission;
b) 90% of successfully discharged clients will have obtained safe, non-shelter housing;
c) 75% of discharged clients will have completed the program successfully; and
d) 98% of successfully discharged clients in the program 15 calendar days or longer will have a completed discharge/summary plan.

v. Scattered Site Supportive Housing Programs

a) 95% of admitted clients will have Individual Service/Treatment Plans within 15 calendar days of admission
b) 90% of successfully discharged clients will have obtained safe, non-shelter housing.
c) 98% of clients will have at least one random drug screen monthly and 85% of clients will have no positive drug screens within reporting period;
d) 75% of discharged clients will have completed the program successfully; and

e) 98% of successfully discharged clients in the program 15 calendar days or longer will have a completed discharge/summary plan.

vi. Medical Programs

Performance measures for programs of this type shall be collaboratively developed by the Department and the contractor.

5. Work Plan

A responsive proposal must include a comprehensive and realistic work plan **for each State fiscal year (July 1 to June 30)**. The work plan must demonstrate the flow of program services in a logical and sequential manner with the second year building upon the first year. The work plan must include the following.

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

b. *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.

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

■ D. COST PROPOSAL COMPONENTS

1. Financial Requirements (*Page Limit: Five pages*)

A responsive proposal must include the following information about the proposer's fiscal stability, accounting and financial reporting systems, and relevant business practices.

a. Audited Financial Statements. Submit a copy of the cover letter from the proposer's auditor for each of the three most recent annual audits and a copy of the most recent audit prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (GAAP) (USA). The copy shall include all applicable financial statements, auditor's reports, management letters, and any corresponding reissued components, including reports on compliance for each major State and federal program and on internal control over compliance. Cover letters and the annual audit do not count toward the page limit of the proposal. One copy only shall be included with the original proposal in Section IV.H. Appendices. If less than three audits have been conducted, detail must be provided as to why, and any supporting documentation assuring the financial efficacy of the proposer should be included (for example, a financial statement prepared by an accountant, a tax return, etc.). If the most recent audit is available via OPM's Electronic Audit Reporting System (EARS), such may be noted in the proposal and a hard copy of the audit need not be provided.

b. *Financial Capacity*. Describe the proposer's financial capacity to properly isolate contract-related income and expenditures. Discuss the internal controls used to ensure that a thorough record of expenditures can be provided for purposes of an audit.

c. *Mixed Funding*. Describe how staff time dedicated to this program will be tracked, if staff assigned to the program will be paid from various funding sources.

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.

A portion of the contractor's expenses may be claimed by the State of Connecticut and reimbursed by the federal government through the Temporary Assistance for Needy Families (TANF) Program. Therefore, certain restrictions on a portion of funding received through DOC may apply.

b. *Budget*. **A responsive proposal must include** a separate budget form, which is provided in Section V. Forms of this RFP, **for each State fiscal year** (July 1 to June 30). All start-up costs must be clearly identified as one line item in the budget. All revenue, including non-DOC revenue must be identified.

Preference will be given to proposals that have more efficient and economical total costs, as well as those that have more efficient and economical costs per bed. The cost per bed for current DOC-contracted residential programs is as follows.

Program Type	***Low***	***High***	***Average***
Work Release*	$20,006	$39,954	$29,322
Substance Abuse	$25,669	$25,669	$25,669
Mental Health	$60,205	$60,205	$60,205
Transitional Supportive Housing*	$24,061	$27,005	$26,689
Scattered Site Supportive Housing	$25,192	$27,204	$26,198

*Excludes outliers

c. *Budget Justification/Narrative*. A responsive proposal shall detail how costs included in the budget were calculated. All start-up costs must be listed separately and clearly detailed in the budget justification/narrative. Either Microsoft Office Word or Excel format is acceptable.

Note 1: The Department reserves the right to fund portions of a proposed budget and/or require adjustments.

Note 2: The Department reserves the right to consider all factors including cost in the final selection of a successful proposer. The opportunity to negotiate a contract with the Department will not be offered based on cost alone.

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.*

Page

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 Components. . . . . .

1. Organizational Requirements . . . . . .

a. Purpose/Mission/Philosophy . . . . . .
b. Entity Type/Years in Operation . . . . . .
c. Administrative Office Location . . . . . .
d. Qualifications/Certification/Licensure . . . . . .

2. Service Requirements . . . . . .

a. Referral Process . . . . . .
b. Program Capacity . . . . . .
c. Date of Program Availability . . . . . .
d. Location of Program . . . . . .
e. Room and Board . . . . . .
f. Accountability . . . . . .
g. Intake/Orientation . . . . . .
h. Development of Individual Service/Treatment Plans . . . . . .
i. Service/Treatment Components . . . . . .
j. Evidence-Based Programming . . . . . .
k. Internal Security Measures . . . . . .
l. Prison Rape Elimination Act . . . . . .
m. Eligibility and Exclusions . . . . . .

3. Staffing Requirements . . . . . .

a. Program Staff/Manager . . . . . .
b. Recruitment, Hiring, and Retention Plan . . . . . .
c. Staff Training/Education/Development . . . . . .
d. Multilingual and Multicultural Competency . . . . . .

4. Reporting Requirements . . . . . .

a. Equipment . . . . . .
b. Reports . . . . . .
c. Disclosure Policy . . . . . .
d. Performance Outcome Measures . . . . . .
e. Room and Board . . . . . .
f. Accountability . . . . . .
g. Intake/Orientation . . . . . .
h. Development of Individual Service/Treatment Plans . . . . . .
i. Service/Treatment Components . . . . . .
j. Evidence-Based Programming . . . . . .
k. Internal Security Measures . . . . . .
l. Prison Rape Elimination Act . . . . . .
m. Eligibility and Exclusions . . . . . .

5. Work Plan . . . . . .

G. Cost Proposal Components . . . . . .

1. Financial Requirements . . . . . .

a. Financial Capacity . . . . . .
b. Financial Controls . . . . . .

2. Budget Requirements . . . . . .

a. Budget . . . . . .
b. Budget Justification/Narrative . . . . . .

H. Appendices . . . . . .

1. Proof of Nonprofit Status . . . . . .
2. Reference Letters . . . . . .
3. Proof of Zoning . . . . . .
4. Proof of Licensure . . . . . .
5. Staffing Matrix . . . . . .
6. Job Descriptions . . . . . .
7. Resumes . . . . . .
8. Audited Financial Statements . . . . . .

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

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[1] 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.

[2] 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.

[3] 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 III.E.5 of this RFP as a hyperlink.

FORM #1: Letter of Intent

Return to:
Linda Burns
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
860-692-7758 (Telephone)
Linda.burns@ct.gov (Email)

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 (if different)	Town, State	Zip Code

Telephone Number	Fax Number	E-mail Address

Person Authorized to Sign Contract:

Name	Title

Signature	Date

REQUEST FOR PROPOSALS
RFP # DOC-RES-17-LB
Department of Correction
August 2016

FORM #2: Proposal Cover Sheet

Proposer's Legal Name _____ **FEIN** _____

Address _____

City/Town _____ **State** _____ **Zip Code** _____

Contact Name: _____ **Title:** _____

Telephone Number _____ **Fax Number** _____ **E-Mail Address** _____

Total Annual Program Cost _____
(not including startup)

Total Annual Cost to CTDOC _____
(not including startup)

Requested Startup Costs _____

Proposed Program Address:
_____
_____

Proposer's Fiscal Year: _____ to _____
(month) (month)

Is your organization a non-profit? Yes ☐ No ☐ **Is your organization incorporated?** Yes ☐ No ☐

Is your organization registered as a:

Minority Business Enterprise? Yes ☐ No ☐
Women Business Enterprise? Yes ☐ No ☐
Small Business Enterprise? Yes ☐ No ☐

I certify that to the best of my knowledge and belief, the information contained in this proposal is true and correct. The proposal has been duly authorized by the governing body of the proposer, the proposer has the legal authority to apply for this funding, the proposer will comply with applicable state and federal laws and regulations, and that I am a duly authorized signatory for the proposer.

_____ _____
Signature of Authorizing Official **Date**

_____
Typed Name and Title

FORM #3: Expansion to Existing Program Cover Sheet

Proposer's Legal Name _____ **FEIN** _____

Contact Name _____ **Title** _____

Telephone Number _____ **Fax Number** _____ **E-Mail Address** _____

CURRENT PROGRAM INFORMATION:

Program Name _____ **Program Type** _____ **Gender** _____

Total Current Beds in Program _____ **Total Current DOC Beds** _____

Program Address _____

PROPOSED EXPANSION INFORMATION:

 # Beds/Slots Proposed for Expansion _____ **Date of Availability to DOC** _____

Requested Startup Costs _____

Location of Proposed Beds _____ **Annual DOC Cost of Expansion** _____

I certify that to the best of my knowledge and belief, the information contained in this proposal is true and correct. The proposal has been duly authorized by the governing body of the proposer, the proposer has the legal authority to apply for this funding, the proposer will comply with applicable state and federal laws and regulations, and that I am a duly authorized signatory for the proposer.

Signature of Authorizing Official: _____ **Date** _____

Typed Name and Title _____

FORM #4: Budget

PROPOSER NAME

PROPOSED PROGRAM

I.	SALARIES & WAGES				
	Direct Client Service Staff	Number FTE's	Average Annual Salary	FY 2017 Total	Annual Line Total
A.	Program Director				
B.	Counselors				
C.	Staff Supervisor				
D.	Client Supervisor/Monitor				
E.	House Manager				
F.	Substance Abuse Counselor				
G.	Other:				
H.	Other:				
I.	Other :				
	Subtotal Direct Client Service Salaries				
	Direct Service Support Staff				
J.	Cook				
K.	Driver				
L.	Security				
M.	Maintenance/Custodian				
N.	Laundry				
O.	Other:				
	Subtotal Direct Service Support Salaries				
	TOTAL DIRECT SERVICE SALARIES				
II.	**NONSALARY DIRECT SERVICE COSTS**			**FY 2017**	**Annual Line**
				Total	**Total**
A.	Temporary Help (not employees)				
B.	Contract Services				
C.	Transportation:				
	1. Staff Travel Reimbursement				
	2. Vehicle Leases				
	3. Vehicle Maintenance (gas, oil)				
	4. Other Transportation				
D.	Materials and Supplies:				
	1. Food				

	2. Lab & Medical Supplies				
	3. Equipment (Less than $5,000)				
	4. Other Materials and Supplies				
E.	Facilities:				
	1. Rent and Real Estate Tax				
	2. Security				
	3. Maintenance & Repair				
	4. Utilities				
	5. Other Facilities				
F.	Capital Expenses (> $5,000)				
	1. Capital Equipment				
	2. Depreciation				
	3. Other Capital				
G.	Other Expenses:				
	1. Communications				
	2. Insurance				
	3. Housekeeping				
	4. Staff Training & Conference				
	5. Drug Testing				
	6. Other:				
H.	Client Subsidies				
	1. Transportation				
	2. Nutrition/Food Vouchers				
	3. Education				
	4. Housing				
	5. Personal Items				
	6. Other				
W.	Minor Equipment ($250 - $600)				
	Subtotal Non-Salary Costs				
III.	**TOTAL DIRECT SERVICE COSTS**	-	-		
IV.	**ALLOCATED EMPLOYEE BENEFITS**	-	-		
V.	**ALLOCATED ADMIN. EXPENSE**	-	-		
VI.	**STARTUP COSTS (FY 2017 ONLY)**	-	-		
VII.	**MAJOR EQUIPMENT**	-	-		
VIII.	**TOTAL EXPENSES**	-	-		
IX.	**REVENUE**				
A.	**Operating Revenue**				
1.	Room & Board from Offenders				

2.	SNAP (DSS) from Offenders				
3.	Counseling Fees from Offenders				
4.	DMHAS				
5.	Office of Adult Probation				
6.	Judicial				
7.	General Public Assistance from Towns				
8.	DCF				
9.	Title 19 (Medicaid fee-for-service)				
10.	Other:				
	Subtotal Operating Revenue				
B.	**Grant Revenue**				
1.	United Way				
2.	Town				
3.	Other:				
4.	Other:				
	Subtotal Grant Revenue				
C.	**Other Revenue**				
1.	Fund Raising				
2.	Contributions				
	a. Restricted				
	b. Unrestricted				
3.	Investment Income				
4.	Interest Income				
5.	Gain on Sale of Assets				
6.	Other:				
	Subtotal Other Revenue				
D.	**TOTAL ALL NON-DOC REVENUE**	-	-		
E.	**TOTAL REQUESTED DOC FUNDING**	-	-		
F.	**TOTAL ALL REVENUE**	-	-		