

PROCUREMENT NOTICE
State of Connecticut
Department of Correction
Legal Notice

Notification of a procurement opportunity for **Dietitian Advisory Services** required by the Connecticut Department of Correction is available for review, download and printing on the State's Procurement/Contracting Portal at:
www.das.state.ct.us/Purchase/Portal/Portal_Home.asp.

Bid notices may also be accessed on the Department of Correction web page at:
<http://www.ct.gov/doc>

The Department of Correction is an Equal Opportunity/Affirmative Action Employer. Questions may be directed to the CTDOC Contracts Administration Office at
(860) 692-7757.

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-FSD-10-MB / Dietitian Advisory Services
2. **Summary:** The purpose of this request is to procure the services of a registered dietitian to periodically advise the Department of Correction Nutrition and Food Service Unit regarding various aspects of inmate meal plans.
3. **Synopsis (Optional):** Not Available
4. **Commodity Codes.** The services that the Department wishes to procure through this RFP are as follows:
 - 0029: Food Products and Services
 - 0600: Services (Professional, Support, Consulting and Misc. Services)

■ B. DEFINITIONS

1. *Department:* For the purposes of this RFP, 'Department' shall mean the Connecticut Department of Correction.
2. *Contractor:* A private provider organization, CT State agency, or municipality that enters into a POS (Purchase of Service) contract with the Department as a result of this RFP.
3. *Proposer:* A private provider organization, CT State agency, or municipality that has submitted a proposal to the Department in response to this RFP.
4. *Prospective Proposer:* A private provider organization, CT State agency, or municipality that may submit a proposal to the Department in response to this RFP, but has not yet done so.
5. *Subcontractor:* An individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific health or human service as part of a POS contract with the Department as a result of this RFP.
6. *Registered Dietitian:* An individual possessing a bachelor's degree in dietetics, foods and nutrition, food service systems management, or a related area. In addition to a bachelor's degree, such individual must possess proper licensure from the State of Connecticut Department of Public Health, meet requirements for membership in the American Dietetic Association and maintain continuing education requirements.

■ 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) about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Joel R. Ide
Address: 24 Wolcott Hill Road
 Wethersfield, CT 06109
Phone: 860 692-7757
Fax: 860 692-7771
E-Mail: JoelR.Ide@po.state.ct.us

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

- 2. RFP Information.** The RFP, amendments 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: <http://www.ct.gov/doc>
- State Contracting Portal: http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp

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 addendums 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 Awards.** The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Department. The Department anticipates the following:

- Total Funding Available: Approximately \$30,000
- Number of Awards: 1
- Contract Cost: To Be Determined
- Contract Term: 6/1/10-6/30/11, at the discretion of the Department

- 4. Eligibility.** The Department will accept proposals from individuals, state agencies, municipalities, units of local government, non-profit agencies and for-profit entities. Any individual or employee of an entity awarded a contract for these services must be willing to submit to and successfully pass a background check prior to entrance into any correctional facility. The Department is prohibited from contracting with any individual who is a retired Connecticut state employee.

- 5. Minimum Qualifications of Proposers.** Proposers must demonstrate the employment of a registered dietitian, as defined in Section I B.6 of this RFP. Preference will be given to respondents with a proven history of providing the requested or substantially similar services in a large institution such as a hospital, nursing home or healthcare facility.

- 6. Procurement Schedule.** Dates marked (*) are target dates only, and may be subject to change. The Department may amend the schedule, as needed. Any change will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and the Department's Web Site.

- RFP Planning Start Date: October 21, 2009
- RFP Released: February 7, 2010
- Deadline for Letter of Intent: 3:00 PM, February 22, 2010
- Deadline for PRE RFP Conference Questions: 3:00 PM, March 1, 2010
- Answers Released: March 3, 2010
- RFP Conference: March 5, 2010
- Deadline for POST RFP Conference Questions: 3:00 PM, March 12, 2010
- Answers Released: March 15, 2010
- Deadline for Proposal Submission: 3:00 PM, March 31, 2010
- (*) Proposer Selection: April 16, 2010
- (*) Start of Contract Negotiations: April 19, 2010
- (*) Start of Contract: June 1, 2010

7. **Letter of Intent.** A Letter of Intent (LOI) is required by this RFP. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact identified in Section C.1 of this RFP. LOI's may be submitted by US mail, fax, or e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including agency name, contact person, postal address, telephone number, fax number, and e-mail address. It is the sender's responsibility to confirm the Department's receipt of the LOI. Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.
8. **Inquiry Procedures.** All questions regarding this RFP or the Department's procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Department may or may not respond to questions received after the deadline. If the Department chooses to answer questions received after the deadline, the question and the answer will be made available to all proposers or prospective proposers. The Department reserves the right to answer questions only from those who have submitted an LOI. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment 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 amendment 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 to this RFP on the State Contracting Portal and the Department's Web Site.
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: March 5, 2010
 - Time/Location: TBD (specifics will be emailed 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: March 31, 2010
 - Time: 3:00 PM

Faxed or e-mailed proposals will not be evaluated. When hand-delivering proposals by courier or in person, allow extra time due to building security procedures. The Department will not accept a postmark date as the basis for meeting the submission due date and time. Proposals received after the due date and time may be accepted by the Department as a clerical function, but late proposals will not be

evaluated. At the discretion of the Department, late proposals will either be destroyed or retained for pick up by the submitters.

An acceptable submission must include the following:

- one (1) original proposal;
- three (3) conforming copies of the original proposal; and
- one (1) conforming electronic copy of the original proposal.

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 Screening Committee. The electronic copy of the proposal must be compatible with Microsoft Office Word 2007. For the electronic copy, whenever possible, required forms and appendices may be scanned and submitted in Portable Document Format (PDF) or similar file format.

11. Multiple Proposals. The submission of multiple proposals from the same proposer is **not** an option with this procurement.

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 last 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 their 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. *Example: "[name of proposer] has no current business relationship (within the last 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, pages 17-18 of this RFP. Proposals that fail to follow the required outline will be deemed non-responsive and will not be evaluated.
2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must complete and use the Cover Sheet form provided by the Department as Form #6, in Section IV.I, page 27 of this RFP.

3. **Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline. (See Section IV)
4. **Executive Summary.** Proposals must include a 1 page summary of the main proposal and cost proposal. This summary should include a brief agency or individual work history and a summary of the services being offered.
5. **Attachments.** Attachments other than the required Appendices or Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.
6. **Style Requirements.** Submitted proposals must conform to the following specifications:
 - Binding Type: Loose Leaf, Bound with a Butterfly Clip
 - Dividers: No Dividers
 - Paper Size: Standard Letter
 - Print Style: 2-sided
 - Font Size: 12
 - Font Type: Times New Roman
 - Margins: None specified
 - Line Spacing: Single Space
7. **Pagination.** The proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.
8. **Packaging and Labeling Requirements.** All proposals must be submitted in sealed envelopes, packages or boxes and must be addressed to the Official Contact. The Legal Name and Address of the proposer must appear in the upper left corner of the envelope, package or box. The RFP Name and Number must be clearly displayed on the envelope, package or box. Any 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 either destroyed or retained for pick up by the submitters.

■ 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 and awarding contracts, the Department will conform with its written procedures for POS procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85).
2. **Screening Committee.** The Department will designate a Screening Committee to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Screening Committee. 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 Screening Committee 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 (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) follow the required Proposal Outline; and (4) 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 Screening Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. Interpretation of these criteria will be established by the Screening Committee prior to receipt of proposals. The criteria are weighted according to their relative importance. The weights are disclosed below.
- Organizational Profile (weighted at a factor of 1)
 - Scope of Services (weighted at a factor of 3)
 - Staffing Plan (*see note*) (weighted at a factor of 1)
 - Data and Technology (weighted at a factor of 1)
 - Subcontractors (weighted at a factor of 1)
 - Work Plan (weighted at a factor of 2)
 - Financial Profile (weighted at a factor of 1)
 - Budget and Budget Narrative (weighted at a factor of 2)
 - Appendices (weighted at a factor of 1)

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

- 5. Proposer Selection.** Upon completing its evaluation of proposals, the Screening Committee 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 awarded 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 sent by the Department 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.** Proposers may appeal any aspect the Department's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Department head with a copy of the appeal being sent to the Official Contact. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after an agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope sent by the Department will be considered "day one" of the thirty (30) days. The filing of an appeal shall not be deemed 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.
- 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. POS 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" for POS:

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 POS 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 POS contract. Part II is available on OPM's website 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 (SEEC) 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. If a proposer is awarded an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of \$100,000 or more, the proposer must inform the proposer's principals of the contents of the SEEC notice.

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 the proposer 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 proposer's proposal. The proposer also represents and warrants that the submitted 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 Department 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 submitted 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. This section shall not apply when proposals are being submitted to operate a collaborative program provided by one or more separate entities.

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 attachments hereto. The proposal shall remain valid for a period of 180 days after the submission 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 resultant 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 liability for expenses incurred by proposers in preparing, submitting, or clarifying proposals 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 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 onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its 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 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 the 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. **Award and Rejection of Proposals.** The Department reserves the right to award in part or reject 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 the proposal of any proposer who submits a proposal after the submission 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 awarded 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 or 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 for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from proposers. The Department may set parameters on any BFOs received.
7. **Clerical Errors in Award.** The Department reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.
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).** 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.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
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 include 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 (Ethics Form 5) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms
IMPORTANT NOTE: Proposer must complete and submit Ethics Form 5 with the proposal.
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 awarded 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 CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms
5. **Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a proposer is awarded 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 CT State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at http://www.ct.gov/opm/fin/nondiscrim_forms
IMPORTANT NOTE: The successful proposer must complete and submit the appropriate nondiscrimination certification form to the awarding Department prior to contract execution.

III. PROGRAM INFORMATION

■ A. DEPARTMENT OVERVIEW

The Nutrition and Food Service Unit of the Department provides more than 20,000,000 meals per year to meet the varied nutritional needs of the incarcerated population within Connecticut's 17 correctional facilities located throughout the state. Through innovative initiatives and the aggressive search for economic food purchases, this unit produces three meals a day for each inmate at a total cost of just over \$2.00. A listing of correctional facilities operated within Connecticut is available in Section V as Attachment A (page 28) to this RFP.

The Unit utilizes a modern Cook/Chill production method, which from one main production kitchen at the York Correctional Institution in Niantic, annually produces 5,000,000 pounds of wholesome and nutritious meals for approximately 19,000 inmates statewide. These meals include the provision of special therapeutic and religious menus. The Nutrition and Food Services Unit future projects include gaining compliance with American Correctional Association accreditation, and producing a new master menu with updated recipes.

■ B. PROGRAM OVERVIEW

Through this RFP, the Department is seeking to procure the per diem services of a registered dietitian to consult and advise the Nutrition and Food Service Unit on:

- Development and Implementation of Inmate Meal Plans
- Inmate Nutritional Assessments
- Litigation Regarding Nutrition and Food Service Issues
- Investigation of Inmate Food Service Grievances
- Nutrition and Food Safety Compliance

■ C. MAIN PROPOSAL COMPONENTS

1. Organizational Requirements

- (a) Purpose / Philosophy: Briefly describe the purpose and philosophy of the agency as it relates to the services requested in this RFP.
- (b) Entity Type / Years of Operation: Please provide a brief history of the agency. If proposals are being submitted by an individual, please provide a brief history of prior provision of the services requested in this RFP.
- (c) Administrative Office Location: Please provide the location of the agency's administrative offices or the location the individual is based out of.
- (d) Qualifications / Certification / Licensure: Please describe your agency or individual experience providing the kinds of services being requested through this RFP. In addition, please detail the qualifications, certification and licensure held by the registered dietitian performing services under the contract awarded as a result of this RFP. Please ensure that any experience working within the parameters of large scale food production is detailed clearly.
- (e) References: A minimum of two (2) reference letters must be included in Section H of the proposal to support the description of your agency or individual experience in providing these services. Letters must include agency name, contact name, mailing address, phone number and email address of the writer. Letter must also include the nature of the writer's relationship with the proposer and the extent of the proposer's provision of services to the writer. This is **NOT** a Letter of Support. The writer must be able to detail a prior relationship of services provided.

2. Service Requirements

Proposals should address each of the following areas. Indicate if your proposed program will deliver a service directly (D), through referral (R) or will not provide the service (NA).

- (a) Compliance with Department Administrative Directive 10.18: The Dietitian performing services for the Department will be required to provide compliance with Administrative Directive 10.18, specifically Sections 3.c, 6.a and 9. Administrative Directive 10.18 is included in Section V as Attachment B (pages 29-31) to this RFP.
- (b) Nutritional Analysis: The Dietitian performing services for the Department will be required to develop, plan and perform nutritional analysis for Department Master menus and recipes as well as ensure compliance with nutritional standards established by the Food and Nutrition Board, Institute of Medicine, National Academies. Proposers must demonstrate their knowledge of and experience working with such standards. Menus developed by the Department include:
- CTDOC Master Menu
 - Common Fare Menu
 - Male Youth Offender Menu
 - Female Youth Offender Menu
 - USDA Child Nutrition School Lunch Menu
 - Child Nutrition Snack Program Menu
 - Religious Diet Menus
 - Inmate Holiday Menus
 - Physician-Ordered Diet Menus
- (c) Therapeutic Diet Consultation: The Dietitian performing services for the Department will be required to plan, develop and execute therapeutic diet production sheets for all correctional facilities. These sheets must include food items allowed for the following diets:
- Four and Two Gram Sodium
 - Low Fat / Low Cholesterol
 - Mechanical Soft
 - Diabetic
 - 1,200-1,500 Caloric Range
 - 1,800-2,000 Caloric Range
 - 2,200-2,400 Caloric Range
 - Reduced Calorie
 - Dialysis / High Protein
 - Pre-Dialysis
 - Low Protein / Low Potassium
 - Gluten Free
- Proposers must demonstrate their knowledge and experience developing and overseeing such diet plans.
- (d) Nutrition Assessments: The Dietitian performing services for the Department will be required perform inmate nutrition assessments. This will include review of inmate medical charts and laboratory tests to develop specific diet plans for individual inmates with specialized medical requirements, per the Health Insurance Portability Act (HIPAA) of 1996.
- (e) Collaboration with Medical Staff: The Dietitian performing services for the Department will be required to collaborate with the Department's Correctional Managed Health Care staff regarding the development and planning of inmate patient care plans.
- (f) Development of Nutrition Educational Classes: The Dietitian performing services for the Department will be required to plan and develop inmate educational sessions designed to educate inmates on proper nutritional requirements, diabetic nutrition, and nutrition for male and female youth offenders. This may periodically include instruction of such sessions and individual dietary consults as necessary.

- (g) Technical Assistance/Compliance: The Dietitian performing services for the Department will be required to provide technical assistance regarding nutritional and diet issues for all correctional facilities and technical compliance regarding the American Correctional Association, Standards for Administration of Correctional Agencies and the National Commission on Correctional Health Care (specific to female offenders at York Correctional Institution). This will also include review of food procurement standards to ensure proper nutritional compliance, food protection and food safety compliance.
- (h) Expert Witness Testimony: The Dietitian performing services for the Department will be required to periodically act as an expert witness for the Department in litigation matters regarding nutrition and food service issues. This may include depositions, interrogatories and trial testimony to defend the Department's meal provision to inmates. Examples of past and presently active cases include:
- West v. Manson (Case# H-83-366 (AHN) (HBF))
 - Rivera v. Lantz (Case# HHD-CV-07-5011316-S)
 - Anderson v. DeVeau (Case# 3:99CV688 (RNC) (JGM))
 - Arnold v. Dr. Laplante (Case# 3:04CV2114 (WWE))
- (i) Consult on Inmate Grievances: The Dietitian performing services for the Department will be required to collaborate with Department staff to investigate and respond to food service grievances submitted by inmates. This will also include investigation of nutritional and food services safety concerns and response to Freedom of Information requests regarding Department nutritional matters.
- (j) Date of Service Availability: Proposers should be available to begin services by April 1, 2010, dependent on contract award.
- (k) Location of Proposed Services: The Department anticipates that many of the services required under this RFP can be performed at the proposer's place of business, although the Department will require that the proposer periodically work from various correctional institutions throughout the state, as well as attend meetings with Department staff.
- (l) Hours of Availability: The Department anticipates that services required under this RFP will be performed on a per diem basis, as required by the Nutrition and Food Service Unit. It is anticipated that the Department will not normally require more than 10 hours of service per week, although this may be adjusted periodically to suit the needs of the Nutrition and Food Service Unit. As such, the contractor will be required to develop a flexible work schedule with the Department that includes hours of availability, on-call availability and weekend availability. Proposers must detail their specific availability.

3. Staffing Requirements

Proposers must describe the number and title of individuals to be assigned to this project, including the extent to which they have the appropriate training and experience to perform assigned duties. The proposal must describe the extent to which staff is multi-lingual and multi-cultural. Job descriptions, minimum qualifications, licensing requirements, hours per week and hourly wages must be provided for all staff categories assigned to this project. If the staff person to be assigned to the position is known at the time of proposal submission, please include the individual's resume.

While not a requirement, the Department would prefer to limit its interaction to as few people as possible. Given the scope and requirements of these services, the Department anticipates that in order to function properly, the individual(s) performing these duties must develop an intimate knowledge of all aspects of the Nutrition and Food Service Unit.

4. Data and Technology Requirements

Proposers must describe the extent to which the agency/individual has the capability to access the internet, send/receive outside email and view PDF documents.

Proposers must also describe the extent to which they have the experience and capability to utilize the Food Works Program 8 Edition (developed by the Nutrition Company, copyright 2006) and the NutriKids Program, Version 7.6 (copyright 1991).

D. COST PROPOSAL COMPONENT

1. Financial Requirements

N/A

2. Budget Requirements

The Department will not require a line item budget for this RFP. Proposers must detail hourly rates for services performed.

IV. PROPOSAL OUTLINE

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C. Declaration of Confidential Information	Etc.
D. Conflict of Interest - Disclosure Statement	
E. Executive Summary.	
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3. Staffing Plan	
a. Staffing Plan	
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4. Data and Technology	
5. Subcontractors	
<i>If the proposal includes the use of subcontractors, please detail the following. If this proposal is being submitted as a stand-alone program, this section of the proposal may be omitted.</i>	
a. Legal Name of Agency, Address, FEIN	
b. Contact Person, Title, Phone, Fax, E-mail	
c. Services To Be Provided Under Subcontract	

- d. Subcontract Cost and Term
- G. Cost Proposal**
- H. Appendices**
- a. Letters of Reference
- I. Forms**
 - a. **Form #1:** Gift and Campaign Contribution Certification
This form must be completed and included in Section I of the proposal.
 - b. **Form #2:** Consulting Agreement Affidavit
This form must be completed and included in Section I of the proposal .
 - c. **Form #3:** Acknowledgment of Contract Compliance
This form must be completed and included in Section I of the proposal.
 - d. **Form #4:** Notification To Bidders
This form must be completed and included in Section I of the proposal. For more information on completion of this report, go to www.ct.gov/chro
 - e. **Form #5:** Employer Information Report
This form must be completed and included in Section I of the proposal. For more information on completion of this report, go to www.eeoc.gov
 - f. **Form #6:** Cover Sheet
This form must be completed for all proposals submitted in response to this RFP.



STATE OF CONNECTICUT
GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION- FORM #1

Certification to accompany a State contract with a value of \$50,000 or more in a calendar or fiscal year, pursuant to 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; and C.G.S. §9-612(g)(2), as amended by Public Act 07-1

INSTRUCTIONS:

Complete all sections of the form. Attach additional copies of this certification, if necessary, to provide full disclosure about any gifts made to any public official or employee of the awarding State agency. Sign and date form in the presence of a Commissioner of the Superior Court or Notary Public. Submit completed form to the awarding State agency at the time of contract execution.

CHECK ONE:

- Initial gift and campaign contribution certification.
Annual update of initial gift and campaign contribution certification. (Multi-year contracts only.)

CERTIFICATION: [Number of Certifications Sworn and Subscribed On This Day: _____]

I, the undersigned, am the official authorized to execute the attached contract on behalf of the contractor (named below). I hereby certify that no gifts were made, as defined and described in C.G.S. §§ 4-250(1) and 4-252(c)(1), between the date (indicated below) that the awarding State agency began planning the project, services, procurement, lease or licensing arrangement covered by this contract and the execution date of this contract, except for the gift(s) listed below:

Table with columns: Date of Gift, Name of Gift Giver, Name of Recipient, Value, Gift Description

I further certify that neither I, nor any principals or key personnel of the contractor, nor any principals or key personnel of the agents of such contractor, know of any action by such contractor to circumvent the above prohibition on gifts by providing for any other principals, key personnel, officials, employees or agents of such contractor to provide a gift to any public official or employee, as described in C.G.S. § 4-250(c).

I further certify that, on or after December 31, 2006, neither I, nor any principals or key personnel of the contractor, nor any principals or key personnel of the agents of such contractor, made a contribution to, or solicited a contribution on behalf of, any campaigns of candidates for statewide public office or the General Assembly.

I further certify that the contractor made the bid or proposal without fraud or collusion with any person.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Contractor Name Signature of Authorized Official Date

Federal Employer ID Number (FEIN) or Printed Name of Authorized Official

Social Security Number (SSN)

Department of Correction Awarding State Agency Start Date of Agency Planning Contract Execution Date

Sworn and subscribed before me on this _____ day of _____, 2009.

Commissioner of the Superior Court or Notary Public



**STATE OF CONNECTICUT
CONSULTING AGREEMENT AFFIDAVIT**

Affidavit to accompany a State contract for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b)

INSTRUCTIONS:

If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete all sections of the form. If the bidder or vendor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. **If the bidder or vendor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1):** Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if the contractor enters into any new consulting agreement(s) during the term of the State contract.

AFFIDAVIT: [Number of Affidavits Sworn and Subscribed On This Day: _____]

I, the undersigned, hereby swear that I am the chief official of the bidder or vendor awarded a contract, as described in Connecticut General Statutes § 4a-81(a), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, **except for the agreement listed below:**

Consultant's Name and Title

Name of Firm (if applicable)

Start Date

End Date

Cost

Description of Services Provided: _____

Is the consultant a former State employee or former public official? YES NO

If YES: _____

Name of Former State Agency

Termination Date of Employment

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Name of Bidder or Vendor

Signature of Chief Official or Individual

Date

Printed Name (of above)

Awarding State Agency

Sworn and subscribed before me on this _____ day of _____, 200__.

**Commissioner of the Superior Court
or Notary Public**

FORM #3
Acknowledgement of Contract Compliance
Notification to Bidders

The contract to be awarded is subject to contract compliance requirements mandated by Section 4-114a of the Connecticut General Statutes: and when the guarding agency is the state, Section 46a-71(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 4-11a-1 et seq. of the regulations of Connecticut State Agencies which establish a procedure for the awarding of all contracts covered by Sections 4-114a and 46a-71(d) of the Connecticut General Statutes.

According to Section 4-114a-3(9) of the Contract Compliance regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4-114a of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets, belong to a person or persons: “(1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprises; and (3) who are members of a minority, as such term is defined in sub-section (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “ (1) Black Americans...(2) Hispanic American...(3) Women...(4) Asian Pacific Americans and Pacific Islanders; or (5) American Indians...” The above definitions apply to the contract compliance requirement virtue of Section 4-114a-1 (10) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the Proposer’s qualifications under the contract compliance requirements:

- (a) the proposer’s success in implementing an affirmative action plan;
- (b) the proposer’s success in developing an apprenticeship program complying with Sections 46a-68-17 of the Connecticut General Statutes, inclusive;
- (c) the proposer’s promise to develop and implement a successful affirmative action plan;
- (d) the proposer’s submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- (e) the proposer’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 4-11a-3(10) of the Contract Compliance Regulations.

* INSTRUCTIONS Proposer must sign acknowledgment below, and return acknowledgment to awarding agency along with signed proposal.

The undersigned acknowledges receiving and reading a copy of the “Notification to Bidders” form.

Signature

Date

BIDDER CONTRACT COMPLIANCE MONITORING REPORT - FORM # 4**PART I - Bidder Information**

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number _____ Or Social Security Number _____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1) -Bidder is a small contractor. Yes ___ No ___ -Bidder is a minority business enterprise Yes ___ No ___ (If yes, check ownership category) Black ___ Hispanic ___ Asian American ___ American Indian/Alaskan Native ___ Iberian Peninsula ___ Individual(s) with a Physical Disability ___ Female ___
Bidder Parent Company (if any)	- Bidder is certified as above by State of CT Yes ___ No ___
Other Locations in Ct. (If any)	

PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes ___ No ___	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes ___ No ___
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes ___ No ___	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes ___ No ___
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes ___ No ___	9. Does your company have a mandatory retirement age for all employees? Yes ___ No ___
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes ___ No ___	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes ___ No ___ NA ___
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes ___ No ___	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes ___ No ___ NA ___
6. Does your company have a collective bargaining agreement with workers? Yes ___ No ___ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes ___ No ___ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes ___ No ___	12. Does your company have a written affirmative action Plan? Yes ___ No ___ If no, please explain. 13. Is there a person in your company who is responsible for equal employment opportunity? Yes ___ No ___ If yes, give name and phone number. _____

Part III - Bidder Subcontracting Practices

(Page 4)

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above?

Yes__ No__

PART IV - Bidder Employment Information

Date:

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation, Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARESHOWN ABOVE)											
Apprentices											
Trainees											

*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

PART V - Bidder Hiring and Recruitment Practices

(Page 5)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service					Work Experience	
Private Employment Agencies					Ability to Speak or Write English	
Schools and Colleges					Written Tests	
Newspaper Advertisement					High School Diploma	
Walk Ins					College Degree	
Present Employees					Union Membership	
Labor Organizations					Personal Recommendation	
Minority/Community Organizations					Height or Weight	
Others (please identify)					Car Ownership	
					Arrest Record	
					Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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- Joint Reporting Committee
- Equal Employment Opportunity Commission
- Office of Federal Contract Compliance Programs (Labor)

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER INFORMATION REPORT EEO-1

Standard Form 100
REV 01/2006

O.M.B. No. 3048-0007
EXPIRES 01/2009
100-214

Section A—TYPE OF REPORT

Refer to instructions for number and types of reports to be filed.

1. Indicate by marking in the appropriate box the type of reporting unit for which this copy of the form is submitted (MARK ONLY ONE BOX).

(1) Single-establishment Employer Report

Multi-establishment Employer:

(2) Consolidated Report (Required)

(3) Headquarters Unit Report (Required)

(4) Individual Establishment Report (submit one for each establishment with 50 or more employees)

(5) Special Report

2. Total number of reports being filed by this Company (Answer on Consolidated Report only) _____

Section B—COMPANY IDENTIFICATION (To be answered by all employers)

1. Parent Company					OFFICE USE ONLY
a. Name of parent company (owns or controls establishment in item 2) omit if same as label					a.
Address (Number and street)					b.
City or town	State	ZIP code			c.
2. Establishment for which this report is filed. (Omit if same as label)					
a. Name of establishment					d.
Address (Number and street)	City or Town	County	State	ZIP code	e.
b. Employer identification No. (IRS 9-DIGIT TAX NUMBER)					f.
c. Was an EEO-1 report filed for this establishment last year? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Section C—EMPLOYERS WHO ARE REQUIRED TO FILE (To be answered by all employers)

<input type="checkbox"/> Yes <input type="checkbox"/> No	1.	Does the entire company have at least 100 employees in the payroll period for which you are reporting?
<input type="checkbox"/> Yes <input type="checkbox"/> No	2.	Is your company affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of 100 or more?
<input type="checkbox"/> Yes <input type="checkbox"/> No	3.	Does the company or any of its establishments (a) have 50 or more employees AND (b) is not exempt as provided by 41 CFR 60-1.5, AND either (1) is a prime government contractor or first-tier subcontractor, and has a contract, subcontract, or purchase order amounting to \$50,000 or more, or (2) serves as a depository of Government funds in any amount or is a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Savings Notes?
If the response to question C-3 is yes, please enter your Dun and Bradstreet identification number (if you have one): <input style="width: 100px;" type="text"/>		

NOTE: If the answer is yes to questions 1, 2, or 3, complete the entire form, otherwise skip to Section G.

Employment at this establishment - Report all permanent full- and part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be interpreted as zeros.

Section D - EMPLOYMENT DATA

Job Categories	Number of Employees (Report employees in only one category)														Total Col A - N
	Race/Ethnicity														
	Hispanic or Latino		Not-Hispanic or Latino							Female					
	Male	Female	White	Black or African American	Hispanic or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Executive/Senior Level Officials and Managers	1.1														
First/Mid-Level Officials and Managers	1.2														
Professionals	2														
Technicians	3														
Sales Workers	4														
Administrative Support Workers	5														
Craft Workers	6														
Operatives	7														
Laborers and Helpers	8														
Service Workers	9														
TOTAL	10														
PREVIOUS YEAR TOTAL	11														

1. Date(s) of payroll period used: _____ (Omit on the Consolidated Report.)

Section E - ESTABLISHMENT INFORMATION (Omit on the Consolidated Report.)

1. What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.)

Section F - REMARKS

Use this item to give any identification data appearing on the last EEO-1 report which differs from that given above, explain major changes in composition of reporting units and other pertinent information.

Section G - CERTIFICATION

Check 1 All reports are accurate and were prepared in accordance with the instructions. (Check on Consolidated Report only.)

Check 2 This report is accurate and was prepared in accordance with the instructions.

Name of Certifying Official _____ Title _____ Signature _____ Date _____

Name of person to contact regarding this report _____ Title _____ Address (Number and Street) _____

City and State _____ Zip Code _____ Telephone No. (including Area Code and Extension) _____ Email Address _____

All reports and information obtained from individual reports will be kept confidential as required by Section 709(c) of Title VII. WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW. U.S. CODE, TITLE 18, SECTION 1001



REQUEST FOR PROPOSAL
RFP # DOC-BBII-10-JH
Department of Correction
January 2010

FORM #6: Proposal Cover Sheet

Applicant Agency _____

FEIN _____

Address _____

City/Town _____ State _____ Zip Code _____

Agency Contact: _____ 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:

Applicant Agency Fiscal Year: _____ to _____
(month) (month)

Is your agency a non-profit? Yes No

Is your agency incorporated? Yes No

Is your agency registered as a:
Minority Business Enterprise? Yes No
Women Business Enterprise? Yes No
Small Business Enterprise? Yes No

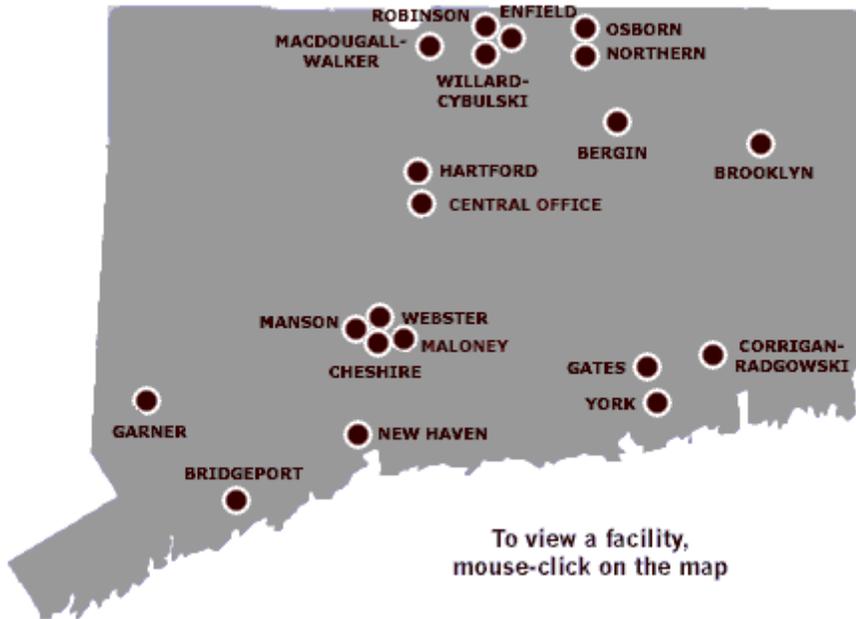
I certify that to the best of my knowledge and belief, the information contained in this application is true and correct. The application has been duly authorized by the governing body of the applicant, the applicant has the legal authority to apply for this funding, the applicant will comply with applicable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

Signature of Authorizing Official

Date

Typed Name and Title

V. ATTACHMENT A: Connecticut Department of Correction Facility Listing



FACILITY	ADDRESS	POPULATION AS OF 7/1/09
Bergin CI	251 Middle Turnpike Storrs, CT 06268	1,040
Bridgeport CC	1106 North Avenue Bridgeport, CT 06604	971
Brooklyn CI	59 Hartford Road Brooklyn , CT 06234	456
Carl Robinson CI	285 Shaker Road, Enfield , CT 06082	1,452
Cheshire CI	900 Highland Avenue Cheshire , CT 06410	1,359
Corrigan-Radgowski CC	986 Norwich-New London Turnpike Uncasville, CT 06382	1,528
Enfield CI	289 Shaker Road, Enfield, CT 06082	686
Garner CI	50 Nunnawauk Road, Newtown, CT 06470	593
Gates CI	131 North Bridebrook Road Niantic, CT 06357	885
Hartford CC	177 Weston Street Hartford, CT 06120	1,163
MacDougall-Walker CI	1153 East Street, South Suffield , CT 06080	2,131
Manson YI	42 Jarvis Street Cheshire, CT 06410	650
New Haven CC	245 Whalley Avenue, New Haven, CT 06511	833
Northern CI	287 Bilton Road, Somers, CT 06071	414
Willard-Cybulski CI	391 Shaker Road Enfield , CT 06082	1,165
York CI	201 West Main Street Niantic, CT 06357	1,239

V. ATTACHMENT B: CTDOC Administrative Directive 10.18

1. Policy. Department of Correction facilities shall serve nutritious meals in a cost-effective manner while maintaining high levels of security, safety and sanitation. The quality of food services shall be maintained at the highest level and subject to an inspection and reporting program.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 18-81 and 19a-36.
 - B. Regulations of Connecticut State Agencies, Section 19-13-B42.
 - C. Public Health Code Regulations, Sections 19-13-B42 and 19-13-B77.
 - D. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-4C-01.
 - E. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4313 through 4-4328 and 4-4380.
 - F. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-4A-03 through 4-ALDF-4A-10.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Common Fare. A diet which meets all nutritional requirements and reasonably accommodates recognized religious dietary restrictions.
 - B. Master Menu. A 28-day menu cycle set up to meet or exceed the Recommended Dietary Allowance (RDA) for all populations assessed.
 - C. Registered Dietician. A person who meets requirements for membership in the American Dietetic Association, has successfully completed the examination for registration and maintains continuing education requirements.
 - D. Therapeutic Diet. A diet specially prescribed by a physician for medical reasons.
4. Nutritional Services Operations Manual. The Correctional Chief of Food Services shall develop and maintain a manual detailing the operation of the Nutrition and Food Services Unit. The manual shall be submitted to the Deputy Commissioner of Administration for annual review and approval.
5. Administrative Responsibilities.
 - A. Correctional Chief of Food Services. The Correctional Chief of Food Services shall develop, coordinate and audit the food service function for the Department and provide technical supervision to each facility. The Correctional Chief of Food Services shall directly supervise the Food Production Manager and District Food Service Managers.
 - B. District Food Service Manager. Each District Food Service Manager shall:
 1. supervise and oversee the facilities assigned;
 2. conduct annual food service audits;
 3. conduct monthly inventory audits;
 4. review all facility purchases;
 5. monitor and schedule training for staff;
 6. conduct counseling and disciplinary action;
 7. monitor and maintain monthly food costs;
 8. oversee the food service staff and staff cost;
 9. maintain cleanliness and sanitation;
 10. complete any necessary reports (e.g., Site Visit Report, etc.); and,
 11. implement the master menu and therapeutic diets.

Each District Food Service Manager shall report to the Correctional Chief of Food Services, and consult with the Unit Administrators on matters pertaining to the facility food service functions and shall report through the Correctional Chief of Food Services on matters pertaining to the daily food service operation.

- C. Food Production Manager. The Food Production Manager shall:
1. supervise the daily operation of the production kitchen,
 2. oversee the food and operational cost,
 3. monitor and maintain equipment (preventative maintenance),
 4. maintain cleanliness and sanitation,
 5. oversee the training of staff,
 6. complete any necessary reports,
 7. consult with the Correctional Chief of Food Services on matters pertaining to the food service function; and,
 8. report through the chain of command on matters pertaining to the daily food service operation.
- D. Lead Food Service Supervisor. Each facility with on-site food preparation shall have a Food Service Supervisor who shall supervise the food service operation of the facility. The Lead Food Service Supervisor shall be responsible for the daily operation of the facility's kitchen and all related reports, (food cost, etc.). Each Lead Food Service Supervisor shall report to their assigned District Food Service Manager.
6. Menu Planning.
- A. Master Menu. The Master Menu shall be developed by the Correctional Chief of Food Services with input from the District Food Service Managers and Lead Food Service Supervisors. The Master Menu shall be approved by the Correctional Chief of Food Services and a Registered Dietician.
 - B. Master Menu Planning Criteria. The Correctional Chief of Food Services shall prepare menus considering nutritional adequacy, inmate preferences, costs, physical lay out, cost of equipment and staff complement, variety in method of preparation and frequency and other relevant factors to good dietary practice. Preparation shall consider food flavor, texture, temperature, appearance, and palatability.
 - C. Common Fare. Each facility shall adhere to the guidelines of the common fare program in accordance with the Nutritional Services Operations Manual.
 - D. Menu Adjustments. Each facility shall request approval for any adjustments to the Master Menu from the District Food Service Manager or the Correctional Chief of Food Services. All food preparation shall follow standard recipes as developed by the Correctional Chief of Food Services.
7. Security. The food preparation, serving, and dining areas shall be maintained at a high level of security. Staff shall be trained in security regulations prior to assignment.
8. Cycle Menu. The Department shall operate on a four (4) week cycle menu which shall be distributed in advance of actual use to facilitate the ordering of food and supplies and to ensure a continuity of supplies.
9. Therapeutic Diets. The therapeutic dietary requirements as prescribed by the facility physician shall be produced in accordance with the Nutritional Services Operations Manual. Any deviations shall require the approval of the Correctional Chief of Food Services in consultation with a registered dietician.
10. Sanitation. Food preparation, serving and dining areas shall be maintained at a high level of cleanliness and inspected for cleanliness before and after each meal in accordance with Public Health Code Regulations. Personnel involved in food preparation and serving shall maintain a high level of personal hygiene, wear protective headgear and gloves, be trained in appropriate sanitary regulations prior to assignment, and wash their hands at the start of each shift, throughout the shift as needed and upon any use of toilet facilities.
11. Food Service Requirements. Food service requirements shall be followed in accordance with Public Health Code regulations. Portion controls shall be according to the Master Menu requirements. The time and temperature requirements between food preparation and service shall be kept within the guidelines for safe food handling procedures in accordance with the-Nutritional Services Operations Manual and Public Health

Code Regulations. All inmates shall be served the regular menu with the only exceptions being those authorized for therapeutic diets or common fare menu. Food shall not be withheld or used as a disciplinary measure or sanction. Except for emergencies or as approved in writing by the Deputy Commissioner of Administration, three (3) meals shall be served in each 24-hour period of which at least one (1) meal shall contain a hot entree. Not more than 14 hours shall elapse between the evening meal and breakfast.

12. Meal Records. Upon the conclusion of each meal, CN 101801, Food Service Report to the Unit Administrator shall be completed and forwarded to the Unit Administrator by the Shift Commander or designee. Other record keeping shall be in accordance with the Nutritional Services Operations Manual.
13. Food Service Audits. Each District Food Service Manager shall perform an annual food service audit at each facility assigned to the manager utilizing form CN 101802, Food Service Audit. The District Food Service Manager shall conduct a monthly site visit and forward the results to the Correctional Chief of Food Services. The Unit Administrator in conjunction with the Lead Food Service Supervisor shall be responsible for correcting any deficiencies noted in the audit.
14. Inventory Control. The Lead Food Service Supervisor shall maintain and monitor a food inventory necessary for the daily operation of the food service department. Once a month, an inventory shall be conducted and accumulation of receipts tallied to derive a food cost. Requisition forms shall be completed to ensure accountability of food leaving the kitchen, aside from the normal use for production.
15. Forms and Attachments. The following forms are applicable to this Administrative Directive and shall be utilized for the intended function:
 - A. CN 101801, Food Service Report to the Unit Administrator; and,
 - B. CN 101802, Food Service Audit.
16. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.