

RE-ENTRY NONRESIDENTIAL SERVICES

Request for Proposal - RFP # DOC-BRI-09-PH

The Connecticut Department of Correction (CTDOC) announces the availability of funds to purchase Nonresidential Re-Entry Service Programs for offenders returning to the Greater Bridgeport area.

Eligibility - In accordance with guidelines of the federal grant received for these services, bids will be accepted from faith-based or community non-profit organizations (FBCO) only. Preference will be given to respondents with a proven history of providing the requested or substantially similar services, and the capability of providing the requested services in the Greater Bridgeport area.

Important Dates – **December 7, 2008 – Release of Request for Proposal (RFP)**
December 12, 2008 – Mandatory Letter of Intent To Bid due - 3:00 P.M.
December 16, 2008 – Mandatory Bidders' Conference (tentative schedule)
December 19, 2008 – All questions due, 3:00 P.M.
December 23, 2008 – All answers released by CTDOC
January 6, 2009 – All Proposals due – 3:00 P.M.

To participate in the application process, all interested parties **must submit** a non-binding Letter of Intent to Bid. All such letters must be received no later than December 12, 2008, by 3:00 PM. Letters of Intent to Bid may be mailed or submitted via fax or e-mail to the contact listed below. Failure to submit a Letter of Intent by the date and time indicated will remove potential bidders from eligibility to bid.

An original and five true copies of the proposal must be received at the address below, no later than 3:00 PM, January 6, 2009. The original must carry original signatures and be clearly marked on the cover as "Original". **PROPOSALS MAY NOT BE FAXED OR E-MAILED. PROPOSALS RECEIVED AFTER THE DATE AND TIME INDICATED WILL NOT BE ACCEPTED AND WILL BE DESTROYED OR RETAINED FOR PICK UP BY SUBMITTER.**

CTDOC Sole Contact Person:

Joel R. Ide
24 Wolcott Hill Road
Wethersfield, CT 06109
JoelR.Ide@po.state.ct.us
P: 860 692-7757
F: 860 692-7772

Additional Information:

To assure an equitable process, all questions regarding this RFP must be submitted in writing by December 19, 2008, 3:00 PM, to the Department, at the address, fax number, or e-mail listed above. All questions received by CTDOC will be answered in writing, with a copy of all questions and responses provided to all applicants who have submitted a Letter of Intent to Bid and attended the Bidder's Conference.

In order to expedite this process, it is important that all Letters of Intent to Bid and Questions contain appropriate e-mail addresses to which CTDOC will e-mail responses or any other information/notices. Please make sure e-mail screening software recognizes and accepts emails from Mr. Ide's e-mail address.

QUESTIONS MUST BE WRITTEN AND SENT TO MR. IDE. ANY DISCUSSIONS WITH OTHER STAFF CONCERNING THIS RFP WILL REMOVE YOUR AGENCY FROM ELIGIBILITY TO BID.

I. Background

CTDOC has received funding in the amount of \$162,000 for the provision of services associated with the Bridgeport ReEntry Program (BRI), funded by the US Department of Justice. Services must be provided by a faith-based or community organization (FBCO), and must serve offenders returning to the Greater Bridgeport area. This amount includes start-up costs for the implementation of the services. CTDOC anticipates provision of these services to begin on February 1, 2009. Subject to US Department of Justice approval, contracts awarded will have an anticipated termination date of October 31, 2010.

II. Department Needs

CTDOC is seeking **Nonresidential Re-Entry Services** for offenders released into the Greater Bridgeport area prior to the termination of their sentences. Proposals must address services for both male and female offenders, ages 18 and older. Proposals will be accepted for services provided in the **Greater Bridgeport area only**.

III. Program Requirements

Proposals must fully explain each service to be offered. CTDOC will require that services awarded as a result of this RFP serve 200 offenders during the contract period. This should include offenders actively receiving pre and post-release services and those receiving follow-up/aftercare services.

The FBCO will be expected to assist offenders with obtaining critical post-release services and support. Services to offenders may be provided directly or through referrals, although preference will be given to programs offering the majority of services directly. Proposals must identify those services to be provided directly and those provided through referrals. All services being provided by referral must identify the proposed provider, if known. If unknown, proposals must describe the anticipated provider qualifications and the extent to which the applicant has developed required agreements.

Both direct services and referrals must include detailed descriptions of case management and aftercare services.

The FBCO will be expected to work collaboratively with the FBCO awarded the Prisoner ReEntry Initiative grant from the US Department of Labor, attend advisory and steering committee meetings and assist CTDOC in tracking data for grant progress reports and evaluation purposes.

Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the CTDOC.

IV. Proposal Format

Proposals must be submitted in the format and, where provided, on the forms included in this RFP. All pages must be numbered, and all categories must be addressed. If a category does not apply to your agency or proposal, indicate so with 'N/A'. Multiple programs may not be combined into one proposal. Each proposed program must be submitted separately and will be reviewed on its own merits. The proposal should be formatted as follows:

Section I. Proposal Face Sheet

Complete, utilizing page 7 of this RFP.

Section II. Program Proposal and Description

Please be clear, thorough and brief in your narrative. **Do not include superfluous information.** Issues which must be addressed in proposals include, but are not limited to, the following:

- A. Number of Clients to be Served
Include number of clients seen per month, as well as number of clients seen during contract period.
- B. Date of Program Availability
- C. Location of Proposed Services-
 - Does your agency currently control the site? If no, provide details of how and when site will be available to you.
 - Has appropriate zoning been secured for the site? If yes, provide proof of approved zoning; if no, provide details of how and when zoning approval is anticipated.
- D. Description of Program
 - 1. Employment/ Vocational Training/ Job Development

CTDOC anticipates employment/vocational training services to include training for sustainable, long-term employment. This may include employment in the trades, computer training, culinary arts training, etc. Preference will be given to proposals demonstrating services designed to help the offender find and maintain meaningful employment or vocational skills.

2. **Social Reunification Services**
Services provided should include components designed to foster pro-social relationships between offenders and positive influences, which should include mentoring. Services should also include family reunification and counseling groups.
3. **Life Skills Development/ Management**
Life skills development and management should include basic life-skill training such as budgeting, banking, etc., as well as securing of necessary supports for offenders, such as bus tokens, food vouchers, benefits assistance, etc.
4. **Case Management Services (including but not limited to):**
 - (a) *Orientation*
 - (b) *Individual Assessment*
 - (c) *Development of Individual Treatment and Community Integration Plans*
 - (d) *Counseling*
 - (e) *Crisis Intervention and Referral Services (including referral for substance abuse treatment, mental health treatment and housing assistance)*
5. **Aftercare/Follow-up**
Applicants should describe the components of aftercare once an offender has completed the program. Please include specific services that each offender will have access to.

Section III. Evidence Based Programming

The proposal must describe the extent to which services are evidence-based and how that determination was made. Please cite specific research, papers, journals, etc. Copies of the cited literature will be requested, if necessary. Do not include them with the proposal.

Section IV. Staffing

Staffing plans must include a Community Coordinator to link BRI program participants from prison to the community. Staffing plans must also include at least one Case Manager.

The proposal must describe the staff 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 are multi-lingual and multi-cultural. Job descriptions, hours per week and hourly rates must be provided for all staff categories assigned to this project.

Please do not include resumes. If the staff person to be assigned to the position is known at the time of proposal submission, a brief narrative summarizing that person's qualifications is sufficient.

Section V. Eligibility and Exclusions

The proposal must clearly define all eligibility criteria and must identify any categories of offenders that would be excluded from the proposed program. All exclusions must be fully explained, including rationale for exclusion.

Section VI. Experience

Applicants must demonstrate their experience providing assistance to the Greater Bridgeport's adult offender population.

Describe your experience providing the kinds of services being proposed. If you do not currently or have not in the past 3 years provided nonresidential services to CTDOC in the Greater Bridgeport area, at least two references must be provided who may be contacted to support the description of your experience in providing these services. Include agency name, contact name, address and phone number.

Section VII. Budget

Proposal must contain an itemized budget on the budget form included in this RFP. (see pages 8 & 9 of this RFP)

A budget narrative must be provided, explaining all costs contained in the budget. Budget narratives must include hourly wages, annual salaries and fringe benefits for all staff to be assigned to this project. All start up costs must be clearly identified in the budget narrative. Startup costs are one-time costs incurred for the startup of the program and may not be annualized into future budgets.

Competitiveness of the budget will be considered as part of the proposal review process. Please identify all other funding that will support this program, including provider agency financial support. Include the source, period and amount of any such funding. Indicate if funding is secure or anticipated.

The State of Connecticut is exempt from excise, transportation and sales taxes imposed by the Federal and/or state government. Such taxes must not be included in contract prices.

The maximum amount of the bid may not be increased after the proposal is submitted. All cost estimates will be considered as “not to exceed” quotations. However, the proposed budget is subject to change during contract negotiations.

The budget must make note of any proposed or anticipated subcontracts. The selected Contractor must provide CTDOC with a complete description of any subcontract anticipated in the provision of services described in their proposal. All information required of the contractor must be applied to the subcontractor as well.

All budgets must be compliant with the State of Connecticut Cost Standards established by the Office of Policy and Management. Those standards are available on the OPM web site.

Section VIII. Assurances/ Gift Affidavit

The proposal must include a statement of adherence to the Assurances listed in Section IX of this RFP.

The proposal must include a completed, notarized gift affidavit. (see page 10 of this RFP)

V. Supervision

Supervision of any awarded services will be provided by the Director of Offender Programs and Victim Services and the Director of Parole and Community Services. Contract compliance and administration will be provided through the Department of Correction Deputy Commissioner of Administration.

VI. Review Criteria

Proposals submitted in response to this notice will be reviewed in two steps; first, to determine whether the Minimum Requirements have been met; second, to determine the Technical Merit of the proposals and the extent to which they meet the goals and intent of the RFP.

A. Minimum Requirements:

Proposals will be screened for completeness and compliance with the requirements specified in the RFP. Applicants who fail to follow instructions or to include all required elements will be deemed incomplete and removed from further review.

B. Technical Requirements:

Complete proposals will be reviewed for technical merit based on the following criteria:

1. The extent to which the applicant has demonstrated successful experience providing substantially similar services. Priority will be given to applicants who have successfully provided those services most closely related to services sought through this RFP.
2. The extent to which services to be provided are described clearly and cover all requirements outlined in the RFP.
3. The extent to which program staffing is described clearly and is sufficient in number and qualifications to handle the services to be provided.
4. The extent to which the applicant demonstrates positive relationships with other human service agencies in the Greater Bridgeport area.
5. The extent to which a cost-effective budget is presented.
6. The extent to which the proposal meets the needs of the CTDOC.

C. Review Process:

Proposals meeting the minimum requirements set forth in this RFP will be reviewed by a panel of appropriate staff and/or outside experts. Recommendations concerning the selection of a proposal for

funding will be made by this panel. The final selection is at the discretion of the Commissioner of the CTDOC.

A notification of the outcome of proposals will be mailed to all applicants once final decisions have been approved by the CTDOC Commissioner.

No financial obligation by the State will be incurred prior to the full execution of a contract.

VII. Compliance with Applicable Statutes and Regulations

The applicant is required to be in compliance with all applicable Federal and State statutes and regulations. These include, but are not limited to, all Affirmative Action and Non-discrimination rules and regulations. The CTDOC will provide all necessary forms for the documentation of compliance with any contractual agreements with the CTDOC.

Moreover, in accordance with Section 4a-60(a) of the Connecticut General Statutes, the awardee shall agree and warrant that in the performance of this award, he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation, mental or physical disability, unless it is shown by the awardee that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States and the State of Connecticut.

The awardee shall further agree to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the awardee as they relate to the provisions of Section 4a-60 and Regulations of Connecticut State Agencies, Sections 46a-68J-2 to 46a-68K-8.

VIII. Affirmative Action Notice

The State of Connecticut strongly supports the concept and implementation of affirmative action to overcome the present effects of past discrimination. The CTDOC urges its bidders, suppliers, contractors and awardees to implement affirmative action plans and programs of their own, and hereby notifies all bidders, suppliers, contractors and awardees that the CTDOC will not knowingly do business with, or make awards to, any individual or organization excluded from participation in any federal or state contract program, or found to be in violation of any state or federal anti-discrimination law.

IX. Assurances

All applicants must agree to adhere to the following conditions and **must positively state such in the proposal:**

A. Conformance with Statutes

Applicant assures compliance with all applicable federal and/or state laws or regulations. This assurance extends to compliance with all ethics and reporting requirements demanded by both state and federal governments.

B. Ownership of Proposals

All proposals in response to this RFP will be the sole property of the State, and subject to the provisions of Sections 1-19 of the Connecticut General Statutes (Re: Freedom of Information).

C. Reports and Information

Applicant acknowledges that any contract with the CTDOC will require appropriate information, as determined by the CTDOC, with all billing.

Contractor shall permit access by staff/agents properly authorized by the CTDOC to the contractor's premises, staff and participants and financial records, at any reasonable time.

The right to publish, distribute or disseminate any and all information or reports, or any part thereof, shall accrue to the CTDOC without recourse. Contractors shall maintain written records to substantiate costs incurred under any contract.

D. Timing and Sequence

Timing and sequence of events resulting from this RFP will ultimately be determined by the State.

E. Stability of Proposed Prices

Any price offerings from applicants must be valid for a period of 120 days from the due date of applicant proposals.

F. Oral Agreements

Any alleged oral agreement or arrangement made by an applicant with any agency or employee will be superseded by the written agreement. Communications, written or oral, concerning this RFP with any CTDOC employee other than the designated contact may terminate an applicants eligibility to submit a response.

G. Amending or Canceling Requests

The State reserves the right to amend or cancel this RFP at its discretion, prior to the due date and time, and/or at any point to the issuance of the written agreement, if it is in the best interests of the agency and/or the State.

H. Rejection for Default or Misrepresentation

The State reserves the right to reject the proposal of any applicant in default of any prior contract or for misrepresentation.

I. State's Clerical Errors in Awards

The State reserves the right to correct inaccurate awards resulting from its clerical errors.

J. Rejection of Proposals

Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.

K. Applicant Presentation of Supporting Evidence

An applicant, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the RFP.

L. Changes to Proposals

No additions or changes to the original proposal will be allowed after submittal, unless specifically requested by the CTDOC.

M. Collusion

By responding, the applicant implicitly states that the proposal is not made in connection with any competing applicant submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the applicant did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the agency participated directly or indirectly in the applicant's proposal preparation.

N. Subcontracting

In a multi-contractor situation, the CTDOC requires a single point of responsibility and accountability.

X. Rights Reserved to the State

The State reserves the right to reject any and all proposals, in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the State will be served.



**REQUEST FOR PROPOSAL
RFP # DOC-BRI-09-PH
Nonresidential ReEntry Programs
November 2008**

DEPARTMENT OF CORRECTION

A. Applicant Information

Applicant Agency: _____ Legal Name _____ FEIN: _____

Address _____ City/Town _____ State _____ Zip Code _____

Contact Person: _____ Title: _____

Telephone No: _____ FAX No: _____ E-Mail: _____

START-UP COSTS REQUESTED:

TOTAL FY09 PROGRAM COST: _____ TOTAL FY09 COST TO CTDOC: _____
(not including startup) *(not including startup)*

TOTAL FY10 PROGRAM COST: _____ TOTAL FY10 COST TO CTDOC: _____

TOTAL FY11 PROGRAM COST: _____ TOTAL FY11 COST TO CTDOC: _____

Proposed Program Type: _____

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	<input type="checkbox"/>	No	<input type="checkbox"/>
Women Business Enterprise?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Small Business Enterprise?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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

DEPARTMENT OF CORRECTION RFP # DOC-BRI-09-PH PROPOSED BUDGET

PROVIDER NAME _____

PROPOSED PROGRAM _____

NONRESIDENTIAL LINE ITEMS

I. SALARIES & WAGES						
		Number	Ave. Annual	FY 2009	FY 2010	FY 2011
	DIRECT CLIENT SVC. STAFF	FTE's	Salary	2/09- 6/09	7/09- 6/10	7/10- 11/10
A.	Program Director					
B.	Counselors					
C.	Staff Supervisor					
D.	Education/Other Program Specialist					
E.	Case Managers					
F.	Community Coordinators					
G.	Other: _____					
H.	Other: _____					
I.	Other : _____					
J.	SUBTOTAL DIRECT SVC. SALARIES					
DIRECT SVC. SUPPORT STAFF						
K.	Security					
L.	Driver					
M.	Maintenance/ Custodian					
N.	Other: _____					
O.	Other: _____					
P.	Other _____					
Q.	SUBTOTAL DIR SVC. SUPPORT SALARIES					
R.	TOTAL DIR SVC SALARIES					
II. NONSALARY					FY 2009	FY 2010
					Total	Total
A.	Temporary Help (not employees)					
B.	Contract Services					
C.	Telephone					
D.	Office Supplies & Postage					
E.	Staff Training & Inservice					
F.	Advertising					
	1. Recruitment - Staff					
	2. Program Advertising					
G.	Vehicle expense (gas, oil, repairs)					
H.	Mileage Reimbursement					
I.	Dues, Mbrshp Fees, Lic., Subscriptions					
J.	Offender Training & Educ Supplies					
K.	Offender Recreational Svcs.&Supplies					
	Rental/Lease Payments					
	Property and Real Estate Taxes					
L.	Insurance					
M.	1. Umbrella					
N.	2. Malpractice/ Prof. Liability					
O.	3. Liability					
	4. Property (including liability)					
	5. Vehicles					
	6. Other _____					

P.	Maintenance Supplies/Expenses					
Q.	Utilities (heat, water, light)					
R.	Depreciation					
S.	Minor Equipment (\$250 - \$600)					
T.	SUBTOTAL NONSALARY					
III.	TOTAL DIR. SVC. COST					
IV.	ALLOCATED EMPLOYEE BENEFITS					
V.	ALLOCATED ADMIN. EXPENSE					
VI.	MAJOR EQUIPMENT					
VII.	TOTAL EXPENSES					
VIII. REVENUE						
A. OPERATING REVENUE						
1.	Room & Board from Offenders					
2.	Food Stamps (DIM) from Offenders					
3.	Counseling Fees from Offenders					
4.	DMHAS					
5.	Office of Adult Probation					
6.	Judicial					
7.	General Public Assistance from Towns					
8.	DCF (formerly DCYS)					
9.	Title 19 (Medicaid fee-for-service)					
10.	Other _____					
	SUBTOTAL OPERATING REVENUES					
B. GRANT REVENUE						
1.	United Way					
2.	Town					
3.	Other _____					
4.	Other _____					
	SUBTOTAL GRANT REVENUES					
C. OTHER REVENUE						
1.	Fund Raising					
2.	Contributions					
	a. Restricted					
	b. Unrestricted					
3.	Investment Income					
4.	Interest Income					
5.	Gain on Sale of Assets					
5.	Other _____					
	SUBTOTAL OTHER REVENUES					
D.	TOTAL ALL REVENUES OTHER THAN DOC					
E.	TOTAL REQUESTED DOC FUNDING					
IX.	TOTAL ALL REVENUES					

