

State of Connecticut
Department of Correction
Technical Assistance for Pardons
Request for Proposal
RFP # DOC-08-PARDONS-JL

The Connecticut Department of Correction (CTDOC), in conjunction with the Board of Pardons and Paroles (BOPP), is soliciting proposals for a partner in the provision of pardon application assistance to those in need. CTDOC and BOPP will also expect the contractor selected through this process to provide workshops and community outreach programs geared towards employment to offenders in need of the services.

Eligibility

Proposals will be accepted from public and private organizations, colleges and universities, community-based agencies, and individuals. Staff assigned to this project will be required to successfully pass a background and security check prior to providing services.

Experience providing substantially similar services is required. Applicants must also provide the means for bi-lingual (English/ Spanish) assistance to offenders in need of such services. For individuals, a Bachelor's Degree in Human Services is required.

Closing Date(s)

In order to participate in the proposal process, all interested parties must submit a non-binding Letter of Intent to Bid. All letters of intent must be received at the address listed below by 3:00 p.m. on **Friday, September 28, 2007**, and should include name, business address, phone number and email address of the contact person for this process. Email/fax is acceptable.

A **MANDATORY** Bidder's Conference will be held on **Wednesday, October 3, 2007**. Time and location will be determined.

An original and five copies of the completed proposals must be received at the address listed below, no later than 3:00 p.m. on **Monday, October 15, 2007**.

Place Due

Connecticut Department of Correction
Contracts Administration Unit
24 Wolcott Hill Road
Wethersfield, CT 06109-1152

Attention: Joel R. Ide
Fax: 860 692-7772
E-mail: JoelR.Ide@po.state.ct.us

Further Information

To insure an equitable process, all questions regarding the preparation of proposals in response to this RFP must be submitted in writing by **Friday, October 5, 2007**. Questions may be mailed to the address listed above, faxed to (860) 692-7772 or emailed to Mr. Ide at the email address listed above.

I. Statement of Purpose

The Department of Correction, in conjunction with the Board of Pardons and Paroles is soliciting proposals for the provision of pardon application assistance to those in need. CTDOC and BOPP will also expect the contractor selected through this process to provide workshops and community outreach programs geared towards employment to offenders in need of the services.

BOPP personnel currently provide all services associated with pardon applications. Due to the volume of requests, assistance is needed in the provision of these services from an outside partner. This partner will be expected to assist pardon applicants who, due to employment or scheduling conflicts, are unable to meet with BOPP personnel during normal business hours (Monday-Friday, 8:00am-4:30pm).

The contractor selected through this process will also be expected to provide workshops and community outreach programs to all major cities in Connecticut. (Bridgeport, Hartford, New London, New Haven, Waterbury) Workshop sessions should be centered around maintaining employment, resume writing and pardon application completion.

II. Proposal Content Requirements

Proposals must be submitted on the CTDOC Proposal Forms included in Attachment A of this document. All requirements must be met. Content requirements not specifically addressed by the Proposal Forms must be submitted in narrative form with numbered pages. Superfluous information is not requested or desired. Please limit proposals to relevant information.

A. Proposer Information

The proposal must contain the official name, address and phone number of the proposer, the principal contact person for the proposal, and the name and signature of the person (or persons) authorized to execute contracts.

B. Services to be Provided

The following services must be provided through the resulting contract and the proposer's approach must be addressed in the proposal:

1. Contractor will provide off-hour assistance to individuals seeking help with pardon applications.
2. Contractor will provide workshops and community outreach programming to individuals in need of such services.
3. Contractor will attend training by CTDOC/BOPP staff to enable them to provide programming consistent with the guidelines of BOPP Directives.
4. Contractor will attend meetings with CTDOC/BOPP staff as necessary.

It is anticipated that these services will be needed through June 30, 2009. Future needs will be evaluated at that time.

C. Experience

Proposals must clearly demonstrate:

1. The proposer's current and past experience in providing community services.
2. The proposer's experience in employment services.
3. The proposer's ability to provide services in Spanish for individuals in need of such services.

D. Budget

CTDOC has allocated an amount not to exceed \$190,000 for these services. Services will be required through June 30, 2009 Startup costs should be identified separately.

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 against which time and expenses will be charged.

The proposed budget is subject to change during contract negotiations.

Any contract resulting from this request for proposals will include language giving CTDOC the right to approve all subcontracts.

E. Workplan

A comprehensive and realistic workplan with measurable objectives describing tasks to be performed, deliverables and timelines, including a project start date, must be provided. The workplan must be consistent with the RFP and the project’s goals and objectives.

F. Staffing

The proposal must describe the staff assigned, or expected to be assigned to this project, including the extent to which they have the appropriate training and experience to perform assigned duties. Job descriptions and hourly rates must be provided for all proposed staff.

G. Contract Compliance

The proposal must include all completed forms contained in ‘Attachment A’ of this document. In addition, the proposal must include a statement of adherence to Assurances described in this RFP.

IV. Proposal Procedures

Proposers must complete their proposal using the following procedures:

1. The proposal must be completed on the Proposal Forms included in Attachment’s A & B and meet all requirements of this RFP.
2. The proposal must be signed by an authorized official of the proposer organization.
3. Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by CTDOC.
4. An original and five copies of the completed proposal must be mailed to the address on page 1 of this RFP.
5. Proposals must be received by **3:00 p.m. on Monday, October 15, 2007**, at the above address.

IV. Review Criteria

Proposals will be reviewed in two steps;

1. To determine whether the Minimum Requirements have been met.
2. 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. Proposers 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 proposer has demonstrated successful experience providing similar services. Priority will be given to proposers who have successfully provided those services most closely related to services sought through this RFP.
2. The extent to which references support proposer's success in providing described services.
3. The extent to which services to be provided are described clearly and cover all requirements outlined in the RFP.
4. The extent to which a thorough work-plan is presented.
5. The extent to which a cost-effective budget is presented.
6. The extent to which the proposal meets the needs of CTDOC and BOPP.

C. Review Process

Proposals which meet the minimum requirements will be reviewed by a panel of staff and/or outside experts. Recommendations for the selection of a proposal will be made by this panel. Final selection is at the discretion of the Commissioner of CTDOC and the Chairman of the Board of Pardons and Paroles.

Following the final selection, an appropriate contract will be negotiated between the proposer and CTDOC that details services to be provided, budget and reporting requirements.

Should CTDOC and the selected proposer fail to reach terms acceptable to both parties, CTDOC reserves the right to discontinue such negotiations and select a different proposer.

No financial obligation by the State can be incurred until a contract is fully executed.

V. Compliance with Applicable Statutes and Regulations

The proposer 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. These forms will be included in all contractual agreements with CTDOC.

Moreover, in accordance with Section 4a-60(a) of the Connecticut General Statutes, the contractor shall agree and warrant that in the performance of a contract, 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 contractor 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 contractor 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 contractor as they relate to the provisions of Section 4a-60 and Regulations of Connecticut State Agencies, Sections 46a-68J-2 to 46a-68K-8.

VI. Affirmative Action Notice

The State of Connecticut strongly supports the concept and implementation of affirmative action to overcome the present effects of past discrimination. CTDOC urges its bidders, suppliers, and contractors to implement affirmative action plans and programs of their own, and hereby notifies all bidders, suppliers, and contractors that 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.

VII. Assurances

Any prospective contractor must agree to adhere to the following conditions and **must positively state such in the proposal**:

A. Conformance with Statutes

Any contract awarded as a result of this RFP must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.

B. Ownership of Proposals

All proposals in response to this RFP are to 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. Ownership of Materials

Any materials, documents, and/or curriculums developed in relation to a contract resulting from this RFP are the property of CTDOC. Such documents will remain in the possession of CTDOC upon completion of the project.

D. Reports and Information

Contractor will agree to supply information required by CTDOC including evaluation and billing information in the time, manner and format directed by CTDOC.

The contractor will permit access by staff and/or agents properly authorized by CTDOC to the contractor's premises, staff and participant and financial records, at any reasonable time, to the extent allowed by law and ethical responsibility.

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

E. Timing and Sequence

Timing and sequence of events will ultimately be determined by the State.

F. Stability of Proposed Prices

Price offerings must be valid for a period of 60 days from the due date of proposals.

G. Oral Agreements

Any alleged oral agreement or arrangement made by a proposer with any agency or employee will be superseded by the written agreement.

H. 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 the State.

I. Rejection for Default or Misrepresentation

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

J. State's Clerical Errors in Awards

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

K. 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.

L. Proposer Presentation of Supporting Evidence

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

M. Changes to Proposals

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

N. Collusion

By responding, the proposer implicitly states that the proposal is not made in connection with any competing proposer submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the proposer 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 proposer's proposal preparation.

O. Subcontracting

If subcontractors are involved in the provision of services, CTDOC requires a single point of responsibility and accountability.

VIII. 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.

DEPARTMENT OF CORRECTION
REQUEST FOR PROPOSAL
RFP #DOC-08-PARDONS-JL
TECHNICAL ASSISTANCE FOR PARDONS

A. Proposer Information

Proposer Agency (Legal Name)

Street City State Zip Code

Telephone No. Fax No.

Contact Person: Title:

Telephone No: E-Mail:

TOTAL STARTUP COSTS \$
(these are one-time costs associated with the startup of a new program and cannot be annualized into future budgets)

TOTAL PROGRAM COST (excluding startup) \$

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

Signature of Authorizing Official: Date

Typed Name and Title of Authorizing Official

Incorporated Yes No

Type of Agency Public Private Other:
Profit Non Profit Fiscal Year:

Federal Employer I.D. Number:

Minority Business Enterprise (MBE): Yes No

Women Business Enterprise (WBE): Yes No

B. Services to be Provided (attach additional pages, if necessary)

Please explain the services that will be offered as clearly as possible.

C. Experience

1. Describe your experience providing the kinds of services described in this RFP.
2. Indicate at least two references (with complete contact information) who may be contacted to support the description of your experience in providing these services.

D. Budget

The proposal must identify total costs for the services based on eighteen months of service. Additional costs relating to the startup of the program should be included and broken down to individual line items. Startup costs should not be included in the total budget. Costs should not exceed \$190,000.

I.	Salaries & Fringes (list by type/title or function)	\$
II.	Travel	\$
III.	Equipment	\$
IV.	Supplies	\$
V.	Other (specify)	\$
	TOTAL COST (less Start Up)	\$
	STARTUP COST	\$
	<u>TOTAL PROPOSAL COST</u>	\$

E. Workplan

Provide a clear work-plan detailing when and how services will be provided.

F. Staffing

Describe the staff you propose to employ in completing the requirements of this request. Include the educational, vocational and training backgrounds anticipated for each position category.

G. Contract Compliance

Provide a Statement of Adherence to the assurances described in Section VII of this RFP.

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Consulting Agreement Affidavit

Consulting agreement affidavit to accompany state contracts for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Section 51 of Public Act 05-287.

This affidavit is required if a bidder or vendor has entered into any consulting agreements whereby the duties of the consultant include communications concerning business of such state agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. Pursuant to Section 51 of P.A. 05-287, "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the general statutes as of the date such affidavit is submitted in accordance with the provisions of this section.

I, _____, hereby swear that I am the chief official of the bidder or vendor of the Contract or authorized to execute such Contract. I further swear that I have not entered into any consulting agreement in connection with such contract, except the agreements listed below:

Contractor's Name, Title and Firm or Corporation:

Terms of Consulting Agreement (Date of Execution, Amount, Expiration Date):

Brief Description of Services Provided (Purpose, Scope, Activities, Outcomes):

[] Yes [] No Is the Consultant a former state employee or public official?

If yes, provide the following information about the former state employee or public official:

- Former Agency:
Date Such Employment Terminated:

Attach additional sheets if necessary. This affidavit must be amended if Contractor enters into any new consulting agreements during the term of this Contract

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

Signature

Date

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

Commissioner of the Superior Court
Notary Public

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Gift Certification

Gift certification to accompany State Contracts with a value of \$50,000 or more in a calendar or fiscal year, pursuant Conn. Gen. Stat. §§ 4-250 and 4-252, and Governor M. Jodi Rell's Executive Order No. 7C, para. 10.

I, _____, am authorized to execute the attached contract on behalf of the _____ (the "Contractor"). I hereby certify that between _____ (planning date) and _____ (date of the execution of the attached contract) that neither myself, the Contractor, nor any of its principals or key personnel who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation of this contract, nor any agent of the above, gave a gift, as defined in Conn. Gen. Stat. § 1-79(e), including a life event gift as defined in Conn. Gen. Stat. § 1-79(e)(12), to (1) any public official or state employee of the contracting state agency or quasi-public agency who participated directly, extensively, and substantially in the preparation of the bid solicitation or request for proposals for the contract (if applicable) or in the negotiation or award of this contract; or (2) any public official or state employee of any other state agency who has supervisory or appointing authority over the state agency or quasi-public agency executing this contract, except the gifts listed below:

Name of Benefactor Gift Name of recipient Gift Description Value Date of Gift

Further, neither I nor any principals or key personnel of the Contractor, nor any agent of the above, knows of any action by Contractor to circumvent such prohibition on gifts by providing for any other principals, key personnel, officials, employees of Contractor, nor any agent of the above, to provide a gift to any such public official or state employee.

Further, the Contractor made its 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.

Signature Date

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

Commissioner of the Superior Court
Notary Public

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Campaign Contribution Certification

Campaign contribution certification to accompany State Contracts with a value of \$50,000 or more in calendar or fiscal year, pursuant Conn. Gen. Stat. § 4-250 and Governor M. Jodi Rell's Executive Orders No. 1, para 8 and No. 7C, para 10.

I, _____, hereby certify that during the two-year period preceding the execution of the attached contract, neither myself nor any principals or key personnel of _____ who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation or award of this contract, nor any agent of the above, gave a contribution to a candidate for statewide public office or the General Assembly, as defined in Conn. Gen. Stat. §9-333b, except as listed below:

Contributor Description Recipient Amount/Value Date of Contribution Contribution

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

Signature

Date

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

Commissioner of the Superior Court
Notary Public

ATTACHMENT C

TECHNICAL REVIEW CRITERIA WORKSHEET

Proposer

<u>Criteria:</u>	<u>Point Value</u>
1. The extent to which proposer has demonstrated successful experience providing similar services.	()
2. The extent to which references support the proposer's success providing similar services.	()
3. The extent to which services to be provided are described clearly and cover all requirements outlined in the RFP.	()
4. The extent to which a thorough workplan is presented detailing a timeline of program operation.	()
5. The extent to which a cost-effective budget is presented.	()
6. The extent to which the proposal meets the needs of CTDOC and BOPP.	()
	Total ()

Rating Scale

- 10 Meets criteria to the highest possible degree - could not be better qualified.
- 8 Meets criteria very easily - would have no difficulty with the assignment.
- 6 Meets criteria adequately - would have little or no difficulty with the assignment.
- 4 Meets criteria barely - would have some difficulty with the project.
- 2 Somewhat unacceptable - would have great difficulty with the project.
- 0 Thoroughly unacceptable - would not be able to meet the project assignment.

Date

Reviewer's Signature