

**State of Connecticut
Department of Correction**

Community Residential Services

Request for Proposal

RFP # *DOC-06-CRN-RG*

The Connecticut Department of Correction is pleased to announce the availability of funds to expand existing Community Programs for Inmates. The Department is specifically **not seeking** proposals for the following types of services:

Work Release in the New Haven Area
Residential Drug Treatment Programs in the Waterbury Area
Non-residential Mental Health Programs
Residential Mental Health Programs in the New Haven and Waterbury Areas

Eligibility - In accordance with Section 18-101i of the Connecticut General Statutes, applications will be accepted from private, non-profit organizations, state agencies or units of local government, with a proven history of providing the requested or substantially similar services.

Closing Date(s) - To participate in the application process, all interested parties must submit a Letter of Intent to Bid. All such letters must be received no later than March 31, 2005, by 3:00 PM. Letters of Intent to Bid may be submitted via fax or e-mail.

An original and four copies of the completed proposals must be received at the address listed below, no later than April 29, 2005, 3:00 PM. The original must carry original signatures.

Place Due - Connecticut Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109-1152

Attention: Joel R. Ide, Grants and Contracts Manager

Further Information

To assure an equitable process, all questions regarding the preparation of proposals in response to this RFP must be submitted in writing by April 8, 2005, 3:00 PM, to the Department, at the address listed above or may be e-mailed to **JoelR.Ide@po.state.ct.us**. All questions received by DOC 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. **In order to expedite this process, it is requested that all Questions and Letters of Intent to Bid contain appropriate e-mail addresses.**

I. Statement of Purpose

The Connecticut Department of Correction is seeking Community Residential Programs for inmates released into the community prior to termination of their sentences. The Department is seeking proposals for Residential Mental Health Services and Residential Sex Offender Services.

The Department of Correction is seeking programs for either male or female inmates. Programs may be either single or mixed gender programs.

The Department of Correction is specifically seeking proposals to address the needs of female offenders preparing to return to their communities. Of interest is programming that incorporates on site (York Correctional Institution) visits with female offenders prior to release. This on site contact will take place either at the York Correctional Institution or the newly developed Charlene Perkins Center housed in the old Administration Building.

In addition, the Department is seeking both residential and nonresidential programs that assist returning offenders to successfully reintegrate into their communities. Please note, the Department **is not seeking** proposals for the following program types/locations:

Work Release in the New Haven Area
Residential Drug Treatment Programs in the Waterbury Area
Non-residential Mental Health Programs
Residential Mental Health Programs in the New Haven and Waterbury Areas

II. Background

The Department of Correction has operated, through a wide variety of contractual agreements, Community Residential Programs for over 30 years. These programs serve to assist in the successful and safe reintegration of inmates into the community in a highly structured and supervised manner.

III. Proposal Content Requirements

Proposals must be submitted in the format and, where provided, on the forms included in Attachment A. All requirements of this RFP must be met. Content requirements not addressed by Application Forms must be submitted in narrative form. All pages must be numbered.

A. Applicant Information - Please use the form included in this package. All categories must be addressed. If a category does not apply to your agency or proposal, indicate so with N/A.

B. Services to be Provided - Provide a clear, concise description of the services being proposed. Please be sure to include:

1. Type of Program Proposed, including:
 - a. Residential or Nonresidential
For residential - number of beds
For nonresidential - number of active cases
 - b. Specific needs to be addressed
 - c. How those needs will be addressed
 - d. Anticipated average length of program participation
 - e. How participants will be reconnected to their community

- f. What community alliances you have or are proposing in order to assist offenders returning to their communities.
 - g. A clear description of re-entry programming being proposed
 - h. A clear description of aftercare programming being proposed
 - i. Program location (s) and current ownership/control status of that site
 - j. When will program be fully operational
2. Target Population, including:
 - a. Gender
 - b. Age
 - c. Release Status
 - d. Geographic service area (s)
 3. Describe your experience in providing the type and level of program being proposed.
 4. Provide at least two references that may be contacted to support your experience in providing the proposed program. Include Agency/Company name, Address, Contact Name, Telephone Number, Fax and Email address. (Note: For current DOC providers proposing programs substantially similar to existing programs provided to DOC, you may indicate that instead of providing a reference.)

C. Budget - The proposal must contain an itemized line item budget on the budget form included in this RFP. All costs (travel, printing, supplies, etc.) must be included in the contract price. **Competitiveness of the budget will be considered as part of the proposal review process.**

Identify all funding that will be utilized in support of this program, including provider agency financial support. Include the source, period and amount of any such funding.
NOTE: Budgets should clearly indicate anticipated revenue from inmate fees or rent.

The State is exempt from the payment of 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 the contract award negotiations.

The budget must make note of any proposed or anticipated subcontracts. The selected Contractor must provide the Department 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.

D. Staffing - Proposals must describe staff assigned to this project, including the extent to which they have the appropriate training and experience to perform assigned duties. Include licensure requirements and any other federal, state or agency requirements. Descriptions may be done by category, i.e., Counselor, Teacher, and Program Manager, indicating number of Full Time Equivalents for each category. Job descriptions, hours per week and hourly rates must be provided for all staff categories assigned to this project.

E. Compliance - Proposals must include a statement of adherence to Assurances in this RFP.

IV. Application Procedures

A. Applications for funding will be accepted only from organizations meeting the non-profit requirement and who have submitted a Letter of Intent to Bid. In addition:

1. The proposal must be completed in the format described and meet all requirements of this RFP.
2. The proposal must be signed by an authorized official of the applicant organization.
3. An original and four copies of the completed proposal must be received no later than 3:00 p.m.; April 29, 2005 at the address and person identified on page 1 of this RFP.
4. Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by DOC.

V. Supervision

Supervision of awarded program will be provided by the Deputy Commissioner of Operations, through the Director of Parole and Community Services. Contract compliance/administration will be provided through the Department of Correction Deputy Commissioner of Administration, through the office of Grants and Contracts.

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 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 references provided support the applicant's success in providing substantially similar services.
3. The extent to which services are described clearly and cover requirements outlined in the RFP.
4. The extent to which adequate time is allocated to manage the services to be provided.
5. The extent to which the profile of staff who will be working on this project is clear and adequate to manage the services to be provided.
6. The extent to which a thorough workplan is presented, with measurable objectives and specific, appropriate timelines.
7. The extent to which a cost-effective budget is presented.

8. The competitiveness of the proposal.

9. When proposed services will be **fully** available.

10. The evaluation will be based in part on the extent to which the program components and practices are **evidence-based** and delivered under an appropriate level of Clinical Supervision

C. Review Process - Proposals which meet the minimum requirements will be reviewed by a panel of appropriate staff and/or outside experts. Funding recommendations will be made by this panel. The final selection is at the discretion of the 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 Department will provide all necessary forms for the documentation of compliance with any contractual agreements with the Department.

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 Department 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 Department 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

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. Reports and Information - The contractor shall agree to supply any information required by the Department, including evaluation and billing information in the time, manner and format directed by the Department.

The contractor shall permit access by staff and/or agents properly authorized by the Department to the contractor's premises, staff and participant 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 Department without recourse. The contractor shall maintain written records to substantiate costs incurred under the 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.

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 the State.

H. Rejection for Default or Misrepresentation - The State reserves the right to reject the proposal of any applicant which is 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 Department.

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 Department 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 judgement, the best interest of the State will be served. The State reserves the right to withdraw this solicitation at any time, if in its judgement, the best interests of the Department and/or the State will be served by doing so.

PROVIDER NAME _____

PROPOSED PROGRAM _____

RESIDENTIAL LINE ITEMS

I. SALARIES & WAGES					
		Number FTE's	Average Annual Salary	Line Annual Total	FY 2006 Total
DIRECT CLIENT SVC. STAFF					
A.	Program Director				
B.	Counselors				
C.	Staff Supervisor				
D.	Education/Other Program Specialist				
E.	Client Supervisor/Monitor				
F.	Client Supv/Monitor-2nd,3rd weekend				
G.	House Manager				
H.	Substance Abuse Counselor				
I.	Other : _____				
J.	SUBTOTAL DIRECT SVC. SALARIES				
DIRECT SVC. SUPPORT STAFF					
K.	Cook				
L.	Driver				
M.	Security				
N.	Maintenance/Custodian				
O.	Laundry				
P.	Other _____				
Q.	SUBTOTAL DIR SVC. SUPPORT SALARIES				
R.	TOTAL DIR SVC SALARIES				
II. NONSALARY				Line Annual Total	FY 2006 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.	Inmate Med Cabinet Supplies				
K.	Inmate Lab Fees				
	1. Urines				
	2. Blood				
L.	Inmate Pharmaceuticals				
M.	Inmate Training & Educ Supplies				
N.	Inmate Recreational Svcs.&Supplies				
O.	Rental/Lease Payments				
P.	Property and Real Estate Taxes				
Q.	Insurance				
	1. Umbrella				
	2. Malpractice/ Prof. Liability				
	3. Liability				
	4. Property (including liability)				
	5. Vehicles				

	6. Other _____					
R.	Dietary					
	1. Food					
	2. Non Food					
S.	Housekeeping and Laundry					
T.	Maintenance Supplies/Expenses					
U.	Utilities (heat, water, light)					
V.	Depreciation					
W.	Minor Equipment (\$250 - \$600)					
X.	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 Inmates					
2.	Food Stamps (DIM) from Inmates					
3.	Counseling Fees from Inmates					
4.	DPHAS					
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 _____					
11.	SUBTOTAL OPERATING REVENUES					
B. GRANT REVENUE						
1.	United Way					
2.	Town					
3.	Other _____					
4.	Other _____					
5.	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					
8.	Other _____					
9.	SUBTOTAL OTHER REVENUES					
D.	TOTAL ALL REVENUES OTHER THAN DOC					
E.	TOTAL REQUESTED DOC FUNDING					
IX.	TOTAL ALL REVENUES					

EXPANSION OF CURRENT PROGRAM

Agency Name:

Agency Address:

Agency Contact:

Tele:

Fax:

E-Mail:

CURRENT PROGRAM INFORMATION

Program Name:

Location:

Program Type:

Male/Female/Co-Ed:

Program Length:

Total Current Beds:

Current Number of DOC/Parole Beds:

Purchaser(s) of Current Non-DOC/Parole Beds

Current Annual DOC Cost Per Bed:

Current Annual Other Cost Per Bed:

PROPOSED EXPANSION INFORMATION

Type of Proposed Expansion Beds:

Number of Proposed Expansion Beds:

Annual Per Bed Cost of Proposed Expansion Beds:

Will this result in a decrease in overall annual per bed cost to DOC?

Location of Proposed Expansion Beds:

Are these beds currently purchased by another State agency?

If so, please explain (by whom, number, cost):

When will these beds be available to DOC?

When could they be filled?

Are there start-up costs associated with these expansion beds that are not part of the annual per bed cost?

Please detail (attach sheet, if necessary)

**Gift Affidavit to Accompany Bid or Proposal for Large State
Contracts, as defined in Section 2 of Public Act 04-245**

I, Type/Print Name and Title, hereby swear that during the two-year period

preceding the submission of this bid or proposal that neither myself nor any principals or key personnel of the submitting firm or corporation who participated directly, extensively and substantially in the preparation of this bid or proposal 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), except the gifts listed below:

<u>Name of recipient of gift</u>	<u>Value of Gift</u>	<u>Date of Gift</u>	<u>Gift Description</u>
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List information here

to (1) any public official or state employee of the state agency or quasi-public agency soliciting the bids or proposals who participated directly, extensively, and substantially in the preparation of the bid solicitation or preparation of request for proposal or (2) to any public official or state employee who has supervisory or appointing authority over the state agency or quasi-public agency soliciting the bid or proposal.

Further, neither I nor any principals or key personnel of the submitting firm or corporation who participated directly, extensively and substantially in the preparation of this bid or proposal know of any action to circumvent this gift affidavit disclosure.

Sworn as true to the best of 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