

**State of Connecticut
Department of Correction**

Community Residential Services

Request for Proposal

RFP # RES-05

The Connecticut Department of Correction is pleased to announce the availability of funds to expand existing Community Residential Programs for Inmates.

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 June 25, 2004, 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 July 2, 2004, 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 June 25, 2004, 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 the termination of their sentences.

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

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 reintegration of inmates into the community in a highly structured and supervised manner.

In addition, these programs assist the Department of Correction in the management of an ever-growing prison population by allowing the release of inmates who have been screened and approved for such release.

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 - The Department of Correction is seeking proposals for the following services:

TRANSITIONAL SUPERVISION SPONSORS

Transitional Supervision (TS) residents will have less than a year to serve on their sentences. In addition, TS residents will be non-violent offenders. Proposals should address the following areas:

- Provide Room and Board (this may be for a limited period of time, until inmates have become gainfully employed).
- Accountability-24 hour 7 day per week supervision (This may be limited)
- Employment Readiness Training (Optional)
- Program Referrals: (Optional) Including but not limited to:
 - Substance Abuse Services
 - Mental Health Services
 - Family Reunification Services
 - Housing Assistance
- Pre-Release/Discharge Planning

WORK RELEASE PROGRAM

Work release residents meet the criteria presently in place for all DOC contracted work release programs. Proposals should address the following areas:

- Provide Room and Board

- Accountability-24 hour, 7 day per week supervision
- Substance abuse programming
- Relapse prevention programming
- Employment Readiness training
- Urine testing
- Case Management Services: Including but not limited to:
 - Orientation
 - Individual Assessment
 - Development of Individual Treatment Plans
 - Counseling
 - Crisis Intervention and Referral Services
- Program Referrals: Including but not limited to:
 - Substance Abuse Services
 - Mental Health Services
 - Family Reunification Services
 - Educational Advancement
 - Employment Counseling
- Pre-Release/Discharge Planning

ADDICTION SERVICES PROGRAM

Addiction services residents meet the criteria presently in place for all DOC contracted inpatient treatment programs. Proposals should address the following areas:

- Provide Room and Board
- Accountability-24 hour, 7 day per week supervision
- Extensive Substance abuse programming: Including but not limited to:
 - Substance Abuse Education
 - Focus Groups (targeting specific aspects of the disease concept)
 - Life Skills Development
 - Relapse Prevention
 - Addressing Criminal Thinking patterns
- Urine Testing
- Case Management: Including but not limited to:
 - Orientation
 - Individual Assessment
 - Development of Individual Treatment Plans
 - Counseling
 - Crisis Intervention and Referral Services
- Program Referrals: Including but not limited to:
 - Mental health services
 - Pre-employment counseling
 - Pre-release/discharge planning
 - Educational Advancement
 - Family Reunification Services
- Aftercare/Follow-up

MENTAL HEALTH PROGRAM

The mental health program should be designed to manage inmates who are seriously and persistently mentally ill, yet stable when provided the appropriate medication regimen. Further, these inmates will have a history of medication compliance and will have been convicted of non-violent offense. The proposal should address the following core requirements:

- Room and board
- Education, support, treatment and rehabilitation services, 24 hours a day, seven days a week
- Individual and/or group counseling at least one time a week
- Transportation to psychiatry appointments
- Advocate for clients in legal, health care and social service settings
- Maintenance and/or enhancement of social and activities of daily living skills
- Reduction and/or control symptomatology
- Increasing inmate's knowledge of his/her illness in the service of illness management
- Case management services
- Crisis intervention and referral services
- Referral to substance abuse treatment services when warranted
- Assisting discharging mentally ill inmate with community transition
- Provisions for managing behavioral dyscontrol
- The basic elements of providing a safe and therapeutic milieu

Selected program(s) should have a multidisciplinary staff group that is sensitive to cross cultural treatment. The staffing pattern should be consistent with that required for the comprehensive treatment and supervision of a serious and persistently mental ill population.

MENTAL HEALTH GOALS INCLUDE:

100% of clients will maintain medication compliance

100% referral rate for dual diagnosis services

0% homelessness

100% employment rate when employable, when not employable must be assisted in acquiring appropriate disability benefits

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.

Please identify all other 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.

The State of Connecticut 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 - The proposal must describe the staff assigned to this project, including the extent to which they have the appropriate training and experience to perform assigned duties. Job descriptions, hours per week and hourly rates must be provided for all staff categories assigned to this project.

E. Contract Compliance - The proposal must include a statement of adherence to Assurances described in this RFP.

IV. Application Procedures

A. Applicants must complete their proposal using the following procedures:

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., July 2, 2004 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.
5. Notification of outcome of proposal review will be mailed to all applicants on or about July 9, 2004. Anticipated funding of new programs or expansion to begin on or about August 1, 2004.

V. Supervision

Supervision of any awarded program will be provided by the Department of Correction, Deputy Commissioner of Operations, through the Director of Community Enforcement and Parole. 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 references provided support the applicants success in providing substantially 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 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.

C. Review Process - Proposals which meet the minimum requirements 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.

A notification of the outcome of proposals will be mailed to all applicants on or about June 30, 2004.

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 judgment, the best interest of the State will be served.

REQUIRED PROPOSAL FORMAT

B. Services to be Provided

1. Provide a full description of the program being proposed. Be sure to include:
 - number of Residential beds being proposed
 - type and model of program being proposed
 - is this program for adult males, adult females or both
 - full description of proposed program
 - when will proposed program be operational
 - location of proposed program - does your agency currently control the site of proposed program - if no, provide details of how and when site will be available to you.
2. Describe your experience providing the kinds of services being proposed.
3. Provide at least two references that may be contacted to support your description of your experience in providing these services. Include: Agency/Company name, Address, Contact Person, Telephone Number.
4. Briefly state the hours of operation of your organization and indicate the suitability of these hours to the services being proposed.
5. Provide a narrative overview of staff who will be assigned to the proposed program. Include licensure requirements and any other federal, state or agency requirements. Descriptions may be done by category, i.e., Counselor, Teacher, Program Manager, indicating the number of Full Time Equivalent (FTE's) for each category.

C. Budget

Use the following format for your proposed annual budget.

PROVIDER NAME _____

PROPOSED PROGRAM _____

RESIDENTIAL LINE ITEMS

I. SALARIES & WAGES					
		Number FTE's	Average Annual Salary	Line Annual Total	FY 2002 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 2002 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					

TECHNICAL REVIEW CRITERIA WORKSHEET

Applicant

<u>Criteria:</u>	<u>Point Value</u>
1. The extent to which applicant has demonstrated successful experience providing similar services.	()
2. The extent to which references support the applicant'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 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 which follows eligibility guidelines.	()
8. The competitiveness of the proposal.	()
Total	()

Rating Scale

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

_____ Date

_____ Reviewer's Signature

EXPANSION OF CURRENT PROGRAM

Agency Name:

Agency Address:

Agency Contact:

Tele:

Fax:

Name of recipient of gift Value of Gift Date of Gift Gift Description

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