

State of Connecticut
Department of Correction

Community Offender Substance Abuse Treatment Services

Request for Proposal

RFP # DOC-06-CST-RG

The Connecticut Department of Correction is seeking proposals for the provision of Substance Abuse Treatment Services for offenders releasing to the community on Transition Supervision or Parole Status.

Funding

The Department has not identified a specific level of funding for this program.

Eligibility

Proposals will be accepted from private, non-profit organizations, state agencies or units of local government.

Closing Date(s)

Letter of Intent - In order to participate in the application process, all interested parties must submit a Letter of Intent to Bid. All such letters must be received at the address listed below by *3:00 PM on March 31, 2005*.

Questions - In order to assure consistency of information provided and an equitable process, the Department will only accept questions concerning this Request in writing, addressed to Joel R. Ide, at the address, fax or email address listed below. Attempts to discuss this request or secure information from any other Department source will result in your proposal being deemed unacceptable. All questions are due no later than April 8, 2005, 3:00 PM. All questions and answers will only be provided to those organizations, which have submitted a letter of intent. Answers will be provided no later than April 15, 2005, 3:00 PM. The preferred method of communicating questions and answers is via email.

Proposals - An original and five copies of the completed proposals must be received at the address listed below, no later than April 29, 2005, 3:00 PM. Included in the submission must be an electronic copy of the complete proposal. This electronic copy must be in MS Word and MS Excel compatible formats and can be submitted on either a 3.5" disk or on a CD. Disks must be PC readable.

Place Due: Connecticut Department of Correction
Grants and Contracts Unit
24 Wolcott Hill Road
Wethersfield, CT 06109

Attention: Joel R. Ide, Grants and Contracts Manager

I. Statement of Purpose

The Department of Correction wishes to assist offenders being returned to their communities to address their individual substance abuse treatment needs. In addition, the Department needs to properly supervise these offenders while they remain in the community under the jurisdiction of the Department of Correction on Transitional Supervision or Parole status.

Approximately 85% of offenders incarcerated in Connecticut have a significant need for substance abuse treatment. In order to meet the treatment needs of this population, the DOC developed and implemented a continuum of institutional and community based standardized treatment services. Services range from a six-session substance abuse education program (Tier 1), targeted to the pre-sentenced population at the direct admission facilities, to a 10 week intensive outpatient (Tier 2), 16 week daycare (Tier 3) and six month residential treatment programs (Tier 4), for the long term, sentenced population. In April 2002 the Community Addiction Services (CAS) Unit was developed and implemented to meet the needs of inmates placed into a Transitional Supervision (TS) program.

The Department intends to continue treatment into the community for those treated during their incarceration and begin treatment for those who have not received treatment. Therefore, the Department is seeking proposals to provide assessment, treatment and referral of offenders in the geographical areas described in this request.

II. Background

The Department of Correction currently contracts with the University of Connecticut, Correctional Managed Health Care for the majority of the services being requested. The Department contracts with LMG, Inc. for services in additional areas.

III. Proposal Content Requirements

Proposals must be submitted according to the outline provided at the end of this request. Pre-designed forms have been included for your convenience.

A. Services to be Provided

The following services must be provided by the contractor and the contractor's approach must be addressed in the proposal.

1. **Referral to Program** - Department of Correction Parole & Community Services will refer offenders to the contracted program. Referrals shall be made for those offenders determined by the Department of Correction as having an identified need for outpatient substance abuse evaluation and/or treatment.
2. **Intake and Assessment** - The contractor shall determine the level of treatment required by each offender referred. Programs shall use the Addiction Services Program Discharge Summary when available to plan for continuity of treatment. Assessments using the Addiction Severity Index (ASI), or a similar tool to be named in the proposal, shall be used to determine specific levels of outpatient treatment. The contractor in consultation with the parole officer will determine required treatment levels. The contractor must see offenders within 5 working days of referral by the Department. Evaluations and program delivery shall be provided by CADAC certified personnel.
3. **Treatment** - Treatment approach must be described in the proposal. Treatment, at a minimum, must include: Individualized treatment plans shall be developed for each offender containing goals and objectives specific to the offender's needs. Goals and objectives shall focus on recovery issues ranging from primary treatment to development of a support network, family issues, employability etc. Services provided should be skill-based aimed at supporting and enhancing successful transition to successful community living. Curriculum for these programs must be evidence-based, and enhance continuity of treatment from incarceration to community. Treatment may be provided directly or through a contract service.

As an integral part of treatment, please provide information on urinalysis to be conducted on each participant. For purposes of this bidding requirement, the Department has determined that urinalysis should be done for each participant on a weekly basis. This may change during contract negotiations, but is intended to assure a standard basis for bidding.

4. **Aftercare** - Following the completion of a course of treatment, Aftercare should be available for offenders to maintain their recovery over a period of time.
5. **Referral** - Referrals to appropriate, available resources must be made. As a part of recovery, referrals for employment, education, training, housing and other support services are essential. Referrals to higher levels of treatment may also be necessary. Letters of support from these service agencies should be included.
6. **Reporting/Performance measures** - The Department must receive a variety of reports, both programmatic and fiscal. Actual reports and formats will be a subject for contract negotiations. Proposals should indicate the types and frequency of reports the agency is prepared to provide. Performance measures should include the number of offenders admitted, number served, number completing course of treatment, number dropping out of treatment, reason for discharge when not successfully completed, and others.

B. Geographical Areas and Level of Demand

The Department of Correction anticipates caseloads according to the following schedule. This schedule is not fixed, but should be used by all proposers when determining their program operations and budget submissions.

Hartford - Approximately 200 active clients: 150 in treatment, 50 in aftercare, 65 projected admissions monthly.

New Haven - Approximately 250 active clients: 200 in treatment, 50 in aftercare, 65 projected admissions monthly.

Waterbury - Approximately 200 active clients: 150 in treatment, 50 in aftercare, 65 projected admissions monthly.

Norwich/New London Area - Approximately 200 active clients: 150 in treatment, 50 in aftercare, 65 projected admissions monthly.

Offenders will be referred based on the general geographic areas listed above. Proposals should address how services for offenders from throughout that area will be provided.

C. Budget

The proposal must contain an itemized budget with justification for each line item on the budget form included in this request. 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.**

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 against which time and expenses will be charged.

The proposed budget is subject to change during the contract award negotiations.

The selected Contractor must provide the Department with four copies 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.

Payments against any contract negotiated pursuant to this request are expected to be made on a prospective, quarterly basis. The Department reserves the right to adjust this payment schedule during contract negotiations.

D. Program Design

A comprehensive and realistic program design, with measurable objectives describing tasks to be performed, deliverables and timelines, including a project start date, must be provided. The program design must be consistent with the RFP goals and objectives. Program design shall consider continuity of care from DOC to community for those offenders receiving treatment while incarcerated. Length of treatment is targeted at approximately 3 months. Rights and responsibilities of clients should be included in the proposal. Please include **actual program location** (street address and city/town) and state whether this proposed space is currently owned, controlled, or being negotiated by the agency. **The project start date will be considered as part of the review criteria for this RFP.**

E. 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, licensed or certified substance abuse counselors preferred. Job descriptions, hours per week and hourly rates must be provided for all staff assigned to this project.

F. Contract Compliance

The proposal must include a completed Notification to Bidders form (return one and keep one for your records) and a Workforce Analysis Questionnaire and a signed and notarized Gift Affidavit. In addition, by signing and submitting a proposal, the agency assures compliance with all requirements outlined in this request.

IV. Application Procedures

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

1. The proposal must be completed in the format described in this RFP and meet all requirements of this RFP.
2. The proposal must be signed by an authorized official of the applicant organization.
3. Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Department.
4. Notification of outcome of proposal will be mailed to all applicants. The selected proposal will be awarded the right to negotiate a contract. Failure of the Department and the selected proposer to reach mutually agreeable contract terms may result in the Department entering into negotiations with another proposer.

5. An original (clearly marked as such) and five copies of the completed proposal must be provided to the address listed on Page 1, by the date and time indicated. **INDIVIDUAL EXTENSIONS WILL NOT BE GRANTED.**
6. Full proposals must be provided in electronic format on either 3.5" disks or CD's. Formats must be PC, MS Word and MS Excel compatible.
7. Packaging must be clearly marked indicating "RFP - Community Offender Substance Abuse Treatment Services – DOC-06-CST-RG".

V. Supervision

Supervision of the awarded program will be provided by the Division of Parole and Community Services, in cooperation with Addiction Services Unit, and the Grants and Contracts Unit.

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 (Note: Please revise as needed)

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

1. The extent to which the proposal has demonstrated successful experience providing similar services. Priority will be given to agencies that have successfully provided those services most closely related to services sought through this RFP.
2. The extent to which references provided support the proposer's success in 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 the profile of staff who will be working the proposed program is clear and adequate to manage the services to be provided.
5. The extent to which a **cost-effective** budget is presented.
6. **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.

Following the final selection, an appropriate contract document will be developed between the applicant and the Department that details services to be provided, budget and reporting requirements.

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

VII. 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. The Department will provide all necessary forms for the documentation of compliance. These forms will be included in all contractual agreements with the Department.

Moreover, in accordance with Section 4a-60(a) of the Connecticut General Statutes, the proposer shall agree and warrant that in the performance of an 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 proposer 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 proposer 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 proposer 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 agency that 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.

PROPOSAL FORMS

**REQUEST FOR PROPOSAL
RFP # DOC-06-CST-RG
(COMMUNITY OFFENDER SUBSTANCE ABUSE TREATMENT SERVICES)
DEPARTMENT OF CORRECTION**

A. Agency Information

Legal Name: FEIN:

Address

City/Town State Zip Code

Telephone No. FAX No.

Contact Person: Title:

Telephone No: FAX No: Email Address:

Is the Agency: Incorporated? Nonprofit: *Minority Business?
*Women Business? *If yes, is agency registered as such?

Agency Fiscal Year:

TOTAL PROGRAM COST: State Fiscal Year 2006 - \$ Annualized Cost - \$

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:

The applicant agency is the agency or organization which is legally and financially responsible and accountable for the use and disposition of any awarded funds. Please provide the following information:

The program proposal must include the signature of an officer of the agency who has the legal authority to bind the organization. The signature, typed name and position of the authorized official of the agency must be included as well as the date on which the proposal is signed.

PROPOSAL FORMS

B. Services to be Provided

1. Describe your experience providing the kinds of services described in the “Services to be Provided” section of the RFP.
2. Indicate at least two references (with their telephone numbers and email addresses) who may be contracted to support your description of your experience in providing these services.
3. Describe the approach to the services you will provide as outlined in the “Services to be Provided” section of the RFP.
4. State the hours of operation of your organization and the proposed hours of program operation and indicate the suitability of these hours to the Services required in this proposal.
5. Profile of Staff Providing Services. Indicate job title, number of Full Time Equivalents for each. Provide appropriate information on shift coverage and offender to staff ratio for each title.

**PROPOSAL FORMS
BUDGET REQUEST FORM**

Proposer Agency:

Program Name:

PERSONNEL: List agency employees proposed for this program as by Job Title:

Example:	SFY 2006 (11 months)	Annual
Certified Drug and Alcohol Counselor (4.4 FTE's, average annual \$ \$56,591)	\$ 228,000	\$ 249,000
House Manager (2.5 FTE's, average annual \$ 41,000)	\$ 93,500	\$ 102,500
Personnel Subtotal	\$	\$
FRINGE BENEFITS (List %)	\$	\$
ADMINISTRATIVE EXPENSES:		
Photocopying	\$	\$
Printing	\$	\$
Advertising	\$	\$
Telephone	\$	\$
Office Materials & Supplies	\$	\$
Postage	\$	\$
Occupancy/Rent	\$	\$
Staff Training	\$	\$
Staff Travel (total miles @ \$ rate)	\$	\$
Other (please specify)	\$	\$
Administration (indicate percent)	\$	\$
Administrative Expenses Subtotal	\$	\$
BUDGET TOTALS	\$	\$