

Legal Notice

REQUEST FOR PROPOSAL

Public Act 04-234, **An Act Concerning Prison Overcrowding**, requires that "...the Department of Correction, shall, not later than October 1, 2004, issue a request for proposals for a Community Justice Center. Such request for proposals shall require such facility to have a capacity of not less than five hundred beds, be located in the city of Hartford and be operated by a not-for-profit corporation that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code..." The Act further requires that "Each corporation submitting a proposal in response to such request for proposal must have a site acceptable for use as a Community Justice Center as of the due date for the submission of such proposal".

The Connecticut Department of Correction is, therefore, seeking proposals from potential contractors for the operation of such a Community Justice Center for male clients. The intent of this request is to identify private, non-profit organizations with the expertise to provide short-term residential programming to male inmates referred by the Department of Correction (including Parole) and Probation. Required services include substance abuse education and treatment, education preparation, employment services and associated life skills training. A non-binding, though mandatory, Letter of Intent is due to the address shown below no later than November 1, 2004, 2:00 p.m.

While the Department is interested in identifying potential resources for this project, currently, the source of operational funds has not yet been identified. Therefore, no closing date has been established for this. The Department will notify each potential bidder who has submitted a Letter of Intent to Bid of future developments in this project.

Copies of the Request for Proposal may be obtained from:

Joel R. Ide
Grants and Contracts Manager
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109-1152
860-692-7757

Request for Proposal

Male Community Justice Centers

Executive Summary

The Connecticut Department of Correction, in response to Public Act 04-234 and with support from both the Executive and Legislative branches, and in conjunction with other state agencies, is seeking to ease crowding through the operation of additional Community Justice Centers (CJC).

The State of Connecticut understands the importance of both pre-release and post-release inmate support in the **successful** re-integration into their communities. It is also clear that re-incarceration for minor, technical violations is of little use in promoting long-term reductions in recidivism. Hence, the anticipated Community Justice Centers will also provide the mechanism to break the Release-Relapse-Return cycle so common today.

The Community Justice Center to be considered will house at least 500 male offenders and will be located in Hartford. Each proposal submitted must provide assurance that the bidder has a site acceptable for use as a Community Justice Center by the due date of the proposals.

The project will be designed to intervene in the lives of those offenders who would ordinarily be targeted for re-incarceration due to failure to meet or maintain the requirements of their parole, probation or Transitional Supervision (TS) release. These offenders, who would normally be returned to prison for technical violations, will have an opportunity to participate in programs offered at the CJC, geared to reversing negative behaviors and assist in a positive return to their community.

The focus of programming in these facilities is a combination of education remediation or skill enhancement, job aptitude testing and preparedness training, vocational training and skill development, cognitive social restructuring, community attachment and reintegration training, substance abuse education and treatment, and intensive and tightly integrated pre-release and preparation for aftercare, including housing and employment.

Since offenders participating in the CJC will enter through DOC, Parole and Probation, the program will be governed by an Oversight Committee, comprised of representatives from each of those and other appropriate agencies. This committee will be responsible for coordinating the activities and resolving issues which may arise between the stakeholders and between the state and the eventual contractors. Membership on the committee will be made up of individuals of sufficient position to address issues and make decisions without a lengthy review and approval process at their respective agency.



**State of Connecticut
Department of Correction**

**Request For Proposal - HMCJC-05
for**

**Operation of a Secure Community Justice Center for Males in the
City of Hartford**

PROPOSAL COVER PAGE

Company Name

Contact Person

Address

City/State/Zip

Telephone

Fax

FEIN

E-Mail:

Prices contained in this proposal are and remain valid for 120 days.

I have read, understand, and agree to all terms and conditions herein.

Authorized Signature

Date

Printed Name and Title

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A Request for Proposals process is different from an Invitation to Bid. The State expects vendors to propose creative, competitive solutions to the agency's stated problem or need, as specified below.

1. PROJECT OVERVIEW

Increasing prison populations and high rates of recidivism have joined forces to create crowded conditions within Connecticut's correctional facilities.

Securing relief from current crowding conditions is an important driving force behind this initiative, however, not the only one. The State of Connecticut understands the importance of both pre-release and post-release inmate support in the **successful** re-integration into their community. It is also clear that re-incarceration for minor, technical violations is of little use in promoting long-term reductions in recidivism. The anticipated Community Justice Centers will also provide the mechanism to break the Release-Relapse-Return cycle so common today. In addition, the General Assembly has initiated Public Act 04-234 requiring the Department to seek proposals for a Male Community Justice Center in the City of Hartford.

The Community Justice Center to be considered will be for at least 500 male offenders and will be located in Hartford. Each proposal submitted must provide assurance that the bidder has a site (at the time of proposal submission) acceptable for use as a Community Justice Center.

The project will be designed to intervene in the lives of those offenders at serious risk of re-incarceration due to failure to meet or maintain the requirements of their parole, probation or Transitional Supervision (TS) release. These offenders, who would normally be returned to prison for technical violations, will have an opportunity to participate in programs offered at the CJC, geared to reversing negative behaviors and assist in a positive return to their community.

Coupled with supportive programs, however, must come increasing levels of sanctions for even minor technical violations.

The focus of programming in this facility is a combination of education remediation or skill enhancement, job aptitude testing and preparedness training, vocational training and skill development, cognitive social restructuring, community attachment and reintegration training, substance abuse education and treatment, and intensive and tightly integrated pre-release and preparation for aftercare, including housing and employment.

2. SCOPE OF PROJECT

2.1 - The Connecticut Department of Correction, together with the Court Support Services Division, Probation, and the Board of Parole, is soliciting proposals from qualified vendors to operate a secure, short-term residential program for males in the State of Connecticut.

2.2 - Proposals will only be accepted from vendors who have:

- ◆ submitted the required Letter of Intent to Bid

2.3 - All inmates referred to this program will be male and 18 years of age or older.

2.4 - Individuals will be assigned to the CJC via four processes:

2.4.1 - Department of Correction inmates at imminent risk of community (Transitional Supervision and Halfway House) failure will be transferred to the CJC by the Department through the appropriate correctional facility.

2.4.2 - Inmates under the jurisdiction of the Board of Parole at imminent risk of community failure will be transferred to the CJC through the appropriate correctional facility.

2.4.3 - Clients under the jurisdiction of Probation will be transferred to the CJC through the appropriate correctional facility after having been deemed in violation of the terms of their probation.

2.4.4 - Inmates from various correctional facilities, preparing for community release, may be transferred to the CJC by the Department of Correction.

The classification process at the appropriate correctional facility will identify those inmates to be housed in the CJC who require close monitoring and supervision in order to assure the safety of the staff and the residents, the security of the facility, and protection of the community. The classification will also consider the social, psychological, employment, education, and health needs of the individual. This classification will form the basis from which each resident will have an Individual Treatment Plan (ITP) formulated by the vendor. Subsequent testing by the vendor will refine the ITP and determine the exact program for each resident.

2.5 - The average length of stay for inmates in this program is expected to be two weeks to 90 days. The exact length of stay will be determined by 1) the expected outcomes of the individual treatment plan, and 2) the willingness of the inmate to cooperate and progress. Additionally, length of stay and intensity of programming may need to be modified depending upon the changing population profile of the inmates referred for custodial care. The nature of the specific program proposed by the bidder may have a direct influence on the length of stay. Specific programs and their influence on the length of stay must be addressed in the proposal submitted. Release from the program must be approved by the state agency having jurisdiction over the inmate/client.

3. SUBMITTAL INSTRUCTIONS

3.1 - In addition to the mandatory Letter of Intent to Bid, the Department of Correction will accept questions and/or comments in writing, received either by mail, e-mail, or facsimile, regarding this RFP. Questions must be addressed to Department of Correction, Joel R. Ide, 24 Wolcott Hill Road, Wethersfield, CT 06109. They may be faxed to (860) 692-7772, or e-mailed to: JoelR.Ide@po.state.ct.us. The deadline for submitting questions has not yet been established. All questions and/or comments will be addressed in writing and provided to all prospective vendors who have submitted a Letter of Intent to Bid. **Questions will not be accepted or addressed by telephone.**

3.2 - RFP *TASK DATE/TIME*

Release Date: October 1, 2004

Letter of Intent: Due November 1, 2004

Bidders' Conference and Site Visit: To Be Determined

Questions Due: To Be Determined

Questions Answered by: To Be Determined

Bid Due Date: To Be Determined

Vendor Selection Period: To Be Determined
Vendor Negotiations: To Be Determined
Contract Signing: To Be Determined

NOTE: These dates represent a tentative schedule of events. The State reserves the right to modify these dates at any time.

3.3 - Bidders will submit one (1) original proposal marked "MASTER" and five (5) identical copies to:

Joel R. Ide
State of Connecticut
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109

Proposals will be clearly labeled in a sealed envelope or box as follows:

REQUEST FOR PROPOSAL NO: HMCJC-05
Operation of a Secure Community Justice Center for Males in the City of Hartford

In addition, bidders must supply one electronic version of their proposal. The format must be MS Word and MS Excel compatible and can be submitted on either a 3.5" disc or CD. Electronic documents must be organized in the order presented in the proposal and named in a manner as to allow for easy access and duplication. The electronic version must contain ALL documents and pages submitted in the printed copies and should provide pages in correct order and sequence.

Bidders must avoid superfluous information and documents. Do not include prospectus documents or other documents that are not necessary for the review and evaluation committee.

3.4 - Proposals that do not arrive by the specified date and time (once established) **WILL NOT BE ACCEPTED**. Bidders may submit their proposal any time prior to the deadline.

3.5 - The State is not responsible for proposals mishandled as a result of the envelope not being properly prepared. Facsimile or e-mail proposals will **NOT** be considered.

3.6 - Until a final selection of a vendor has been made, only the names and addresses of the bidders submitting proposals will be available. Full copies of all proposals will be available through the Freedom of Information process, after vendor selection has been completed.

3.7 - If discrepancies are found between two or more copies of the proposal, the master copy will provide the basis for resolving such discrepancies. If one copy of the proposal is not clearly marked "MASTER COPY," the State may reject the proposal. However, the State may, at its sole option, select one copy to be used as the master copy.

3.8 - Proposals should be presented in a format that corresponds to and references sections outlined within this RFP and should be presented in the same order. Responses to each section and subsection should be labeled so as to indicate which item is being addressed.

3.9 - If complete responses cannot be provided without referencing supporting documentation, such documentation must be provided with the proposal and specific references made to the tab, page, section and/or paragraph where the supplemental information can be found. However, generally well-known documents (i.e., Title XIX) need not be attached. References to these documents should be specific, stating section/subsection, etc. If other, less known, large documents are referenced, only applicable section(s) need be attached. These must be clearly labeled and identifiable.

3.10 - Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on **completeness and clarity** of content.

3.11 - Descriptions on how any esoteric equipment and/or services will be used to meet the requirements of this RFP should be given, in detail, along with any additional information documents that are appropriately marked. Do not assume that all reviewers will be familiar with all equipment/programs and their applicability to the proposal.

3.12 - The proposal must be signed by the individual(s) legally authorized to bind the vendor.

3.13 - Electronic copies of the RFP are available in the following formats: MSWord (Office 97) via e-mail or diskette, or in PDF format at www.ct.gov/doc or www.das.state.ct.us. When requesting a copy via e-mail, vendors should contact JoelR.Ide@po.state.ct.us. Alternatively, vendors may send a blank 3.5" formatted diskette to the contact identified in Section 3.3. Unless vendors provide a Federal Express, Airborne Express, etc. account number and appropriate return materials, the diskette will be returned by first class U.S. mail.

3.14 - The sole contact for questions concerning this RFP will be the Department's designee, Mr. Joel R. Ide. Upon issuance of this RFP, other employees and representatives of the agencies identified in the RFP will not answer questions or otherwise discuss the contents of this RFP with any prospective vendors or their representatives, unless specifically instructed to do so by Commissioner Theresa C. Lantz. Contact with other state employees or officers concerning this RFP is strictly prohibited. Failure to observe this restriction will result in disqualification for this and any subsequent Justice Center proposal.

3.15 - Proposals will be submitted in two (2) distinct parts - the **narrative/technical proposal** and the **cost proposal**. THE NARRATIVE/TECHNICAL PROPOSAL MUST NOT INCLUDE COST AND PRICING INFORMATION. The evaluation committee will review the narrative/technical proposal first and then the cost proposal. While Technical and Cost proposals may be shipped together (i.e., in the same box/envelope), each part must be packaged separately.

3.16 - Bidders will be proactive in verification of licensing or certification requirements prior to proposal submittal.

3.17 - If a bidder changes any RFP language, it **will** result in **immediate disqualification**.

3.18 - Proposals should be formatted, using a font size of 12 points, single-spaced.

4. PROPOSAL EVALUATION AND AWARD PROCESS

4.1 - Proposals will be evaluated and scored in accordance with the following criteria, listed in order of importance from highest to lowest:

- ◆ Bidder's understanding of the Project Specifications (Section 5) and how the bidder plans on meeting each of the State's needs
- ◆ Demonstrated competence in the operation of similar facilities
- ◆ Expertise and availability of key personnel.
- ◆ Reasonableness of cost
- ◆ Conformance with the terms of this RFP

Bidders will also be scored on financial stability on a pass/fail basis. Failure on this point will result in disqualification.

4.2 - The evaluation committee will also contact references provided in Section 7.3; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information pertinent to the evaluation process. Submission of a proposal signifies authorization for release of pertinent information by all provided references.

4.3 - Discussions may, at the State's sole option, be conducted with responsible bidders who submit proposals determined to be reasonably eligible for selection for an award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Bidders will be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there will be no disclosure of any information derived from proposals submitted by competing vendors.

4.4 - A Notification of Intent to Award will be sent to the bidder selected. Any award is contingent upon the successful negotiation of final contract terms. Negotiations will be confidential and not subject to disclosure unless and until an agreement is reached. If contract negotiations cannot be concluded successfully, the State, upon written notice to all vendors, may negotiate a contract with the next highest scoring bidder or withdraw the RFP.

4.5 - Any contract resulting from this RFP will not be effective unless and until approved by the Connecticut Office of the Attorney General.

5. TERMS, CONDITIONS AND EXCEPTIONS

The State reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the State to do so.

5.1 - The State reserves the right to waive minor irregularities in proposals received.

5.2 - The State will not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the State of Connecticut after all factors have been evaluated.

5.3 - Irregularities or lack of clarity in the RFP should be brought to the Department's attention as soon as possible so corrective addenda may be furnished to prospective bidders.

5.4 - Alterations, modifications or variations to a proposal may not be considered unless authorized by the RFP or by addendum or amendment.

5.5 - Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this project, may be rejected.

5.6 - Proposals from employees of the State of Connecticut will NOT be considered.

5.7 - Proposals may be withdrawn by written or facsimile notice received prior to the proposal opening time. Withdrawals received after the proposal opening time will not be considered.

5.8 - The price and amount of this proposal must have been arrived at independently and without consultation, communication, agreement or disclosure with or to another contractor, vendor or prospective vendor. Complementary proposals are prohibited.

5.9 - No attempt may be made at any time to induce any firm or person to refrain from submitting a proposal or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.

5.10 - Prices offered by bidders in their proposals are an irrevocable offer for the term of the contract. The awarded vendor agrees to provide the purchased services at the costs, rates and fees as set forth in their proposal in response to this RFP. No other costs, rates or fees will be payable to the awarded vendor for implementation of their proposal, unless specifically agreed to during contract negotiations.

5.11 - The State is not liable for any costs incurred by bidders prior to entering into a formal contract. Costs of developing the proposals or any other such expenses incurred by the bidder in responding to the RFP, are entirely the responsibility of the bidder, and will not be reimbursed in any manner by the State.

5.12 - The master copy of each proposal will be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law. Each bidder may clearly label all or part of a proposal as "CONFIDENTIAL" provided that the bidder thereby agrees to indemnify and defend the State for honoring such a designation. The failure to so label any information that is released by the State will constitute a complete waiver of any and all claims for damages caused by any release of the information. If a public records request for labeled information is received by the State, the State will notify the bidder of the request and delay access to the material until seven working days after notification to the bidder. Within that time delay, it will be the duty of the bidder to act in protection of its labeled information. Failure to so act will constitute a complete waiver.

5.13 - A proposal submitted in response to this RFP must identify any subcontractors, and outline the contractual relationship between the bidder and each subcontractor. An official of each proposed subcontractor must sign, and include as part of the proposal submitted in response to this RFP, a statement to the effect that the subcontractor has read and will agree to abide by the awarded vendor's obligations.

5.14 - The awarded vendor will be the sole point of contract responsibility. The State will look solely to the awarded vendor for the performance of all contractual obligations which may result from an award based on this RFP, and the awarded vendor will not be relieved for the non-performance of any or all subcontractors.

5.15 - The awarded vendor must maintain, for the duration of its contract, insurance coverage as set forth in the contract. Work on the contract will not begin until after the awarded vendor has submitted acceptable evidence of the required insurance coverage. The State will be the sole and final judge as to the adequacy of any form of insurance coverage.

5.16 - Each bidder must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal, bidders affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this, any previous or potential future procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a bidder's proposal. An award will not be made where a conflict of interest exists. The State will determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any bidder on the grounds of actual or apparent conflict of interest. In addition, each bidder must complete and sign the Affidavit, included in this package.

5.17 - Bidders must include a complete disclosure of any alleged prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the bidder or in which the bidder has been judged guilty or liable. Failure to comply with the terms of this provision will disqualify any proposal. The State reserves the right to reject any proposal based upon the bidder's prior history with the State or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.

5.18 - The State reserves the right to negotiate final contract terms with any vendor selected. The contract between the parties will consist of the RFP together with any modifications thereto, and the awarded vendor's proposal, together with any modifications and clarifications thereto that are submitted at the request of the State during the evaluation and negotiation process. In the event of any conflict or contradiction between or among these documents, the documents will control in the following order of precedence: the final executed contract, the RFP, any modifications and clarifications to the awarded vendor's proposal, and the awarded vendor's proposal. Specific exceptions to this general rule may be noted in the final executed contract.

5.19 - No announcement concerning the award or intended award of a contract as a result of this RFP can be made without the prior written approval of the State.

5.20 - Any unsuccessful bidder may file an appeal in compliance with applicable law.

5.21 - The awarded vendor must agree, whether expressly prohibited by federal, state or local law, or otherwise, that no funding associated with this contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose including the following:

- (a) any federal, state, county or local agency, legislature, commission, counsel, or board;
- (b) any federal, state, county or local legislator, commission member, counsel member, board member, or other elected official; or
- (c) any officer or employee of any federal, state, county or local agency, legislature, commission, counsel or board.

Nondiscrimination and Affirmative Action Provisions in Contracts of the State and Political Subdivisions Other Than Municipalities:

The contractor agrees to comply with provisions of section 4a-60 of the Connecticut General Statutes (a) Every contract to which the state or any political subdivision of the state other than a municipality is a party shall contain the following provisions: (1) The contractor agrees and warrants that in the performance of the contract such contractor 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, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission; (3) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (5) the contractor agrees to provide the commission of human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56. If the contract is a public works contract, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project. (b) For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements. (c) Determinations of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative action advertising; recruitment and training; technical assistance activities and such other reasonable activities or

efforts as the commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects. (d) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts. (e) The contractor shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provision shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to an such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

Non-discrimination Regarding Sexual Orientation: Unless otherwise provided by Conn. Gen. Stat. § 46a-81p, the contractor agrees to the following provisions required pursuant to § 4a-60a of the Conn. Gen. Stat: (a) (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the contractor agrees to provide each labor union or representatives of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding a notice to be provided by the commission on human rights and opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to § 46a-56 of the Conn. Gen. Stat.; (4) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts concerning the employment practices and procedures of the contractor which relate to provisions of this section and § 46a-56 of the Conn. Gen. Stat. (b) The contractor shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. the contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with § 46a-56 of the Conn. Gen. Stat provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

Americans with Disabilities Act of 1990: This clause applies to those contractors which are or will come to be responsible for compliance with the terms of the Americans with Disabilities Act of 1990 (42 USCS Sections 12101-12189 and Sections 12101-12213)(Supp. 1993); 47 USCS Sections 225, 611 (Supp. 1993). During the term of the contract, the contractor represents that it is familiar with the terms of this Act and that it is in compliance with the law. The contractor warrants that it will hold the state harmless from any liability which may be imposed upon the state as a result of any failure of the contractor to be in compliance with this Act.

Where applicable, the contractor agrees to abide by the provisions of section 504 of the federal Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 794 (Supp. 1993), regarding access to programs and facilities by people with disabilities.

Executive Orders Nos. 3 & 17: This contract is subject to the provisions of Executive Order No. three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any state or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this contract. the parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. the parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion. The contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that the contractor will not discriminate in employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner. This contract is also subject to provisions of executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that executive Order No. Seventeen is incorporated herein by reference and made a part hereof. the parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

6. PROJECT SPECIFICATIONS

6.1 - Standard Requirements

6.1.1 - **Accreditation** - As applicable to this project, the awarded vendor will obtain accreditation from the American Correctional Association within 24 months of the date the facility accepts the first resident. Bidder must describe experience with such accreditation.

6.1.2 - **Admission** - The awarded vendor will be obligated to accept all inmates referred to the facility by the State up to the maximum available design capacity. The State will conduct an assessment and screening which will determine the most suitable placement in every case.

6.1.3 - **Releases** – The State will authorize all releases from the facility. Bidders must address their proposed process for working with the separate state agencies to effect releases.

6.1.4 - **Critical Posts** -- Bidder will identify all critical posts. The Bidder must describe all security Posts and related duties in sufficient detail to ensure the security person filling the position can accomplish all required tasks. A final plan will be approved by the Department of Correction as part of any contract pursuant to this RFP.

6.1.5 - **Policies and procedures Manual** -- Bidder will describe experience in creating Policies and Procedures Manuals and be committed to providing a Policies and Procedures manual to the State of Connecticut for its approval, prior to the opening of the facility.

6.1.5.1 - The bidder must provide an outline of a sample Policies and Procedures Manual to demonstrate knowledge of appropriate content areas.

6.1.5.2 - Bidder must submit a timeline to include adherence to the following requirements:

6.1.5.2.1 - A draft Policies and Procedures Manual and preliminary Post duties, must be submitted to the State sixty (60) days prior to the scheduled opening date of the Justice Center. The State will review the manual and Post duties and return comments no later than thirty (30) days before residents are assigned to the facility.

6.1.5.2.2 - The final draft of the policies and procedures will be sent to the State for review and acceptance no later than thirty (30) days after residents are assigned to the facility.

6.2 - Program and Service Requirements

Successful management of this facility can only be achieved through the operator's ability to balance multiple missions. The bidder must explain its Mission, Philosophy, and Goals and Objectives for the operation of the Community Justice Center. There must be a showing of an ability to provide appropriate programs and services. It is particularly important that the operator be able to accommodate the need for an innovative aftercare and community re-integration program and to show how the facility program will enhance and inspire effective and efficient transitional services. **It is important to note that all programming will be provided to male offenders. Bidders should address gender-specific programming.**

6.2.1 - Bidder must describe its theoretical framework upon which the mix of programs and services are based and must have sufficient flexibility to modify and adjust program offerings to meet the needs of various ages, security and classification differences. The bidder must assure cooperation with existing State initiatives geared toward successful re-integration. Bidder must provide a thorough and detailed description of each of the following elements:

6.2.2 - **Staffing Ratios:** The bidder must describe the ratio of staff to residents for the following categories listed below. In addition, bidder must discuss minimum coverage for each category, based on a 24-hour, 7-day schedule.

6.2.2.1 - **Direct Care Staff**

6.2.2.2 - **Caseworkers/Re-Integration Coordinators**

6.2.2.3 - **Recreation Workers**

6.2.2.4 - **Substance Abuse Counselors**

6.2.2.5 - **Employment and Housing Counselors**

6.2.3 - Bidders must provide detailed plans for the provision of health, mental health and dental services at the CJC. This information must include the number, type and certification levels of all proposed staff.

Include information on how medical emergencies will be handled and how notifications to state agencies will be addressed and how security at the emergency facility will be assured.

All in-patient hospitalization for inmates under the jurisdiction of the Department of Correction will be provided through an existing agreement between the Department of Correction and the University of Connecticut Health Center. Bidder must address how such services will be provided for those inmates/clients who are not under the jurisdiction of the Department of Correction.

Bidders must describe how assessment of financial liability for emergency services will be decided and how payments for such services will be made.

6.2.4 - All employees or professional staff will be licensed or certified in accordance with applicable law and regulation. A copy of each license or certificate will be maintained by the facility and submitted to the State as requested.

6.2.5 - Bidder must describe how transportation issues will be addressed. The vendor will provide all program-related transportation subsequent to the delivery of the inmate at the time of admission. Transportation may be required for such things as medical visits, legal/court appearances, or employment interviews. The proposal must describe how transportation will be provided, staffed, and managed. The vendor will ensure regular vehicle maintenance to ensure safety of residents and staff. Adequate insurance coverage will be maintained at all times. Proof of such coverage will be provided by the vendor upon contract execution and thereafter as necessary or requested.

Transportation upon completion of the CJC program will be provided by the agency with jurisdiction.

6.2.6 - **Program Day** - The bidder must describe, in detail, the daily schedule at the Justice Center. The daily schedule will show how time is allocated for at least the following programs, services and activities.

6.2.6.1 - Recreation

6.2.6.2 - Visiting

6.2.6.3 - Substance Abuse Counseling, individual and group

6.2.6.4 - Anger management, domestic violence (and related) counseling

6.2.6.5 - Parenting Skills/Life Skills Counseling and Training

6.2.6.6 - Discharge Planning activities

6.2.6.7 - Personal time

6.2.5.8 - Religious Services

6.2.6.9 - Vocational/Educational Preparedness

6.3 - Staffing Plan

6.3.1 - Bidders must describe plans for the recruitment and supervision of staff. A staffing plan must be provided which shows the staffing pattern for each shift of all personnel, including:

6.3.1.1 - administrative

6.3.1.2 - custody

6.3.1.3 - security

6.3.1.4 - treatment/education

6.3.1.5 - case management/discharge planning

6.3.1.6 - health

6.3.1.7 - support services.

Where positions are covered for more than one shift during the day, a shift relief factor will be identified and explained.

6.3.2 - Bidders will provide examples of the job descriptions and minimum qualifications for each position in the staffing plan. In addition, they will provide a schedule of the salary, wage, or compensation range for each position. Bidders are encouraged to research the job market in order to offer competitive wages to employees. Also, bidders will provide a summary of the benefits and entitlements afforded to employees; including but not limited to holidays, sick leave, pension, insurance, and stock options. Discuss which staff are eligible for each benefit (i.e., full time vs. part time, certain benefits available only to management staff, etc.)

6.3.3 - Bidders will provide a detailed organization chart for the proposed staffing plan which shows the management positions and the lines of reporting and accountability. All proposed positions must be shown.

6.3.4 - The facility will have one Director and at least one Assistant Director. The minimum requirements for these positions will include sufficiently high academic preparation and length of experience in a similar program in a similar position to assure a smooth start-up and the development of a quality operation.

6.3.5 - Bidders will identify all personnel who will be available on 24-hour call.

6.4 - Personnel Matters

6.4.1 - Bidders will discuss procedures for conducting criminal record checks, medical and job history checks for staff, prior to their employment. Include criteria used for denying employment, mindful of federal and state Affirmative Action/EEO and other requirements.

6.4.2 - Bidder will describe, briefly, their policy on access to personnel files by the State.

In addition, any individual who intends to maintain concurrent employment with any agency of the State of Connecticut, either as an employee or under contract service, cannot be hired, without appropriate administrative approvals.

6.4.3 - All proposals must provide information on their agency policy regarding the impact of criminal convictions on the hiring process.

6.4.4 All employees must have annual physical examinations; TB tests are mandatory; and Hepatitis B vaccinations must be made available.

6.4.5 - Bidders will describe the “drug free workplace” policy, and any affirmative action or other policy that supports the goal of maintaining a fair and safe place of employment.

6.4.6 - All hiring, promotion, transfer, discipline and other employee impact activities will be conducted in accordance with statutes, regulations, court orders and directives issued through federal, state and department channels. Proposal submission signifies agreement and assures compliance.

6.5 - Staff Training

6.5.1 - Bidders will describe the training program for all employees, including subcontractors. Training must be based on ACA requirements, as applicable.

6.5.2 - Bidders will describe the training curriculum to be used for all job classifications. The curriculum must be based on minimum requirements to meet ACA standards for all positions. All positions must be able to understand the mission and goals of the facility, the operational regulations governing the facility and the specific responsibilities of the job being performed. Direct care workers must receive instruction in, at a minimum:

- ◆ Security Procedures
- ◆ Use of Force regulations and tactics
- ◆ Suicide prevention/precautions
- ◆ Counseling techniques
- ◆ Use of positive reinforcement in behavior management
- ◆ Disciplinary and grievance procedures
- ◆ Effects of medications or drug withdrawal
- ◆ Effective techniques for staff - resident interactions
- ◆ All policies and procedures for the facility
- ◆ Crisis intervention and de-escalation techniques
- ◆ Report Writing
- ◆ Social/cultural lifestyles of the inmate population
- ◆ Supervision of inmates
- ◆ Inmate rules and regulations
- ◆ Rights and responsibilities of inmates
- ◆ Safety, Fire and emergency procedures, including CPR/AED and first aid
- ◆ Interpersonal relations, Communication Skills

6.6 - Programs

The proposal will give a general philosophical rationale for the structure of the program as it relates specifically to the population to be served by this facility. Within that context, each of the program areas will be discussed in detail. It is important to show how each is consistent with the overall philosophy and enhances the ability of the program to deliver successful outcomes and the length of stay which optimizes the individual's progress. The bidder will provide examples of where this approach has been successfully implemented in other program locations and the measures used to determine the degree of success.

The bidder will develop and provide a comprehensive counseling and guidance program that meets the needs of this population. Proposals must state a program philosophy and methods of delivery as well as state the minimum number of hours of weekly involvement for each inmate. It may be done as individual, group or a combination, depending upon the overall philosophy. In addition, the program should consider appropriate ways of addressing family counseling, crisis intervention and suicide prevention.

6.6.1 - Admissions, Screening and Orientation

Bidder will describe its Admissions, Screening and Orientation procedures. The description must include at a minimum procedures for searching the inmate and his possessions; disposition of personal property; shower and hair care procedures; issue of clean, laundered and seasonally appropriate clothing; issue of personal hygiene articles; medical, dental, and mental health screening; assignment to a housing unit; recording of basic personal data and information to be used for mail and visiting lists and data collection by the Department ; provision of written orientation materials to the inmate; preparation and content of initial admissions report; description of programs and services provided to inmates during the reception period. Screening tools, tests, and procedural guidelines must be described.

6.6.1.1 - Bidder must describe the proposed orientation procedures for incoming residents.

Bidder must provide an explanation/copies of grievance procedures, disciplinary guidelines, due process procedures, and requirements for earning rewards and incentives.

6.6.2 - Discharge and Release

Bidder will show how the required individual plan will be used to recommend or determine release dates and how discharge planning will occur. Discuss how the bidder envisions discharge planning to be created and implemented with State and community aftercare resources. Transition of services for the inmates must assure continuity into the community.

The Department of Correction anticipates a linkage with their *Job Opportunities* program operating within the CJC building. This program, currently funded with federal Byrne grant funds, provides computerized job search capabilities for inmates. The CJC program must include this program as part of its overall approach to job readiness and discharge planning.

6.6.3 - Substance Abuse

The bidder will describe the development of a substance abuse education program for all residents and a treatment program for those residents identified requiring more intensive intervention. Its focus will include alcohol, prescription drugs, illegal drugs and inhalants; and will provide education, counseling, support groups and relapse prevention. Family involvement should be considered, as well as assisting in making community linkages for a smooth transition upon release.

6.6.3.1 - The bidder will describe their intention to offer services that encourage inmates to break harmful and unhealthy habits and to adopt a new focus on healthy living. This program may include smoking cessation, stress management, exercise and agility classes, and diet and nutrition counseling.

6.6.4 - The bidder will describe in detail its case management system and identify the individuals responsible for implementing the case management process.

6.6.4.1 - Bidder will describe procedures utilized to monitor and assess daily behavior for each resident. Bidder must describe how this information may be used in case management.

6.6.4.2 - Each inmate admitted to the facility will have an Individual Treatment Plan (ITP) prepared upon admission. The ITP will include education, counseling, social, medical, and mental health needs. The development of the ITP will identify the kinds of programs and services which the inmate most needs either while participating in the program, or upon their release. It becomes the "prescriptive package" which is unique to the individual and documents the individualized nature of the treatment services of the facility. Inmates will have input into the development of their ITP and be involved in the process whenever changes are considered. A sample of the format of the ITP is to be provided.

6.6.4.3 - Bidder will describe how the ITP will be used to engage staff and support services to address the identified needs, from admission through discharge from the Justice Center.

6.6.5 Large muscle recreation at least one hour every day is imperative. In addition to that, however, the program needs to provide opportunities for other recreational activities, games, hobbies and crafts. There should be virtually no reliance on television outside of the use for educational purposes. The recreation program should teach the constructive use of leisure time and engage the inmates in finding and exploring new areas of interest.

6.6.6 - Bidder must describe access to religious services and counseling.

6.6.7 Bidder may propose a plan for recruiting and training volunteers and reasonable opportunities for their participation in the program. Provide detailed description of any program components utilizing volunteers, including how volunteers are selected, training provided, associated costs, etc.

6.7 - Facility Services and Equipment

6.7.1 -Bidder must describe a commissary to allow inmates to obtain personal items beyond minimum standards, and if so, what those items may include and how the proposed system would function. Include a plan for handling inmate funds and a disposition plan for any anticipated profits.

6.7.2 - Bidders must describe how food services will be addressed, including who will prepare and serve meals. Where and how will meals be provided to residents? Who will be responsible for nutritional adequacy of meals? How many meals will be provided daily? The awarded vendor must comply with all applicable ordinances, laws, rules, and regulations.

6.7.3 - Bidder must address laundry facilities for residents. Initial issuance of clothing and bedding will be pre-laundered by the vendor, at the vendor's expense.

6.7.4 - Maintenance

6.7.4.1 - The Department will not be responsible for any facet of maintenance of the vendor's facility.

6.7.4.2 - The vendor will be solely responsible for operation and daily maintenance of the facility and equipment in compliance with all applicable standards.

6.7.4.3 - Vendor will be responsible for maintenance, repair, and replacement of equipment.

6.7.4.4 - The proposal will address the policies and procedures for providing mail service to residents consistent with ACA requirements at no cost to the State.

6.7.5 - The proposal will address providing telephone services to residents. It is not anticipated that telephones will be monitored.

6.7.6 - The bidder will include a telecommunications plan in the proposal and is responsible for all of its own telecommunications equipment. Telecommunications equipment includes radios, fax machines, and basic telephone service for the operation of the facility.

6.7.7 - The bidder will describe its plan for data processing services including equipment and software necessary to interface with the State's computer systems where necessary, beneficial and/or possible. The plan should include maintenance and reporting of resident data as required to the State.

6.7.8 - The vendor will be responsible for all utilities necessary for operation of the facility, including but not limited to water, power, gas, garbage service, telephone, and sewer.

6.8 - Safety and Security

6.8.1 - The proposal must address the use of protective custody and/or isolation. It must be clear why, when and where this takes place, the length of time and the procedure for authorization. If for medical reasons, the role of the health care staff must be identified.

6.8.2 - The proposal must address the safety and security provisions of the operational plan. This includes, but is not limited to, staffing, perimeter security, screening of visitors, central control, the use of restraints (hard and/or soft), riot control, and the use of chemical (Mace, pepper spray) agents for controlling behavior. A policy regarding the storage of firearms and/or explosives is required. The proposal must also address issues related to security patrols and inspections, resident movement and transportation, maintenance of permanent unit and main control logs, control of contraband, and use of force.

6.8.3 - The proposal must include a detailed explanation of the bidder's Emergency Operation and Evacuation Plan. Procedures for notification of the State, local law enforcement, and guardians (as may be required) must be included.

6.9 Penalties

6.9.1 - In the event that any inmate escapes from the immediate control of the vendor and leaves the secure perimeter of the facility, the vendor will be obligated to pay a penalty in the amount of \$1,000.00 per individual per occurrence. To the extent that the services of local law enforcement or the State are utilized in re-capturing any escape, vendor is also obligated to reimburse the same for their costs.

6.9.2 - The vendor is obligated to have every post, which has been identified to be a Critical Post staffed with a qualified person for the entire shift. Any Critical Post not covered will obligate the vendor to pay a penalty equal to three (3) times the monthly base wage for that position for each shift, or part of a shift, the position is vacant. The Vendor must notify the State Contract Monitor in writing within three (3) days of the date any position becomes vacant, and will fill any vacant

position with a qualified individual within thirty (30) days after the vacancy occurs to avoid this penalty.

6.9.3 - The vendor is obligated to have sufficient staff to meet all minimum staffing requirements. In the event the minimum staffing ratio is not met on any shift, the vendor will be obligated to pay a penalty of \$500.00 for the first day it is not met. The penalty will increase by \$500.00 for each consecutive day in which the same staffing ratio continues to not be met. For example, if the same staffing ratio was not met for three consecutive days, the vendor would pay \$500.00 for the first day, \$1000.00 for the second day, and \$1500.00 for the third day, totaling \$3000.00.

6.9.4 - The vendor is obligated to provide the specified number of hours of preservice training hours of an approved curriculum and ongoing annual training per contract specifications. In the event the training requirements are not met for each staff member, the vendor will be obligated to pay a penalty of \$500 per staff member for each shift the staff member works until the training requirement is met.

6.9.5 - In addition to self-monitoring, the facility will be subject to state inspections.

6.9.6 - Needed maintenance/repairs affecting health, safety or security (which are documented in a state inspection or outside regulatory agency inspection) will be made within 24 hours of the inspection, or longer if deemed reasonable by the State. In the event maintenance/repairs are not made or caused to be made within the time frame agreed to by the State, the State may, at its option, arrange for the required maintenance/repairs. All costs associated with such repairs/maintenance will be charged back to the vendor, with the addition of an administrative surcharge. In cases declared severe by the Department, the Department may remove all inmates from the program and terminate the contract.

6.9.7 - Needed maintenance/repairs not affecting health, safety or security (which are documented in a state inspection) will be made or caused to be made within 30 days, or longer if deemed reasonable by the State. In the event maintenance/repairs are not made or caused to be made within the time frame agreed to by the State, the State may, at its option, arrange for required maintenance/repairs. Costs associated with such repairs/maintenance will be charged back to the vendor, with the addition of an administrative surcharge.

6.10 - Evaluation of Facility Operations

6.10.1 - The proposal must describe the record keeping protocol as it relates to the provision of programs and services. The State of Connecticut must have access to all such records for program monitoring and contract compliance purposes. Records will include but not be limited to case management, medical, mental health, substance abuse, dental, and personnel records; staff sign-in/sign-out records; payroll; incident reports; maintenance records; inventory and purchasing records; contracts; financial; and other facility management issues.

The proposal must address the confidentiality and security of electronic and hard copy records, including compliance with HIPAA.

6.10.2 - Bidder must discuss types of records maintained which relate to programs and services. These may include, but are not limited to:

Numbers of admissions and releases;
Types and number of ITPs created;

Hours of education provided;
Hours of recreation provided; and
Number and types of health care visits.

In addition, the bidder must describe the retention of records which may be required to support and defend the State of Connecticut or any agency thereof.

6.10.3 - Proposal must discuss the kinds of records that will support an outcome evaluation. Bidder will identify the kinds of measurable outcomes which will be tracked and used to illustrate the ability of the program to produce success. Measurable objectives may include:

6.10.3.1 - An increase in educational achievement.

6.10.3.2 - A significantly different perception of victims and victims issues, as demonstrated by pre-test and post-test results.

6.10.3.3 - A significant increase in the ability to use effective anger management techniques as demonstrated by practical exercises.

6.10.3.4 - Passing or preparing for the GED in the program.

6.10.3.5 - Passing the apprenticeship entry examination for one or more of the vocations offered in the vocational training program.

6.10.3.6 - Improvement in self-esteem/confidence, measured by pre- and post-test results.

6.10.3.7 - Successful placement in employment and housing.

6.11 - State Access to Facility

The State of Connecticut reserves the right to have unrestricted access to the facility, the staff, the records and the residents of the facility.

6.12 - Liquidated Damages

In addition to the general and special damages that may result from a breach, the measure of damages to daily state operations in the event of a default or breach by the awarded vendor may be difficult or impossible to calculate, depending on the nature of the default. In the event the awarded vendor fails to perform services in accordance with this RFP and subsequent contract, the State intends assessing liquidated damages. Notwithstanding that intent, should any condition continue, however; the State intends to pursue recovery of actual losses resulting from the awarded vendor's failure to perform and expressly reserves the right to do so. The State's failure to assess liquidated or actual damages in one or more of the particular events relating to the contracted Scope of Work will in no way modify or waive the State's right to assess additional liquidated or actual damages relating to it. The State will have the right to offset amounts assessed under this section against charges then due and owing to the vendor.

7. COMPANY BACKGROUND AND REFERENCES

Bidders who do not provide complete documentation for the information requested in this section may be disqualified.

7.1 - Bidders must provide a company profile. The profile should include the bidder's relevant past experience and qualifications and experience of key project personnel. Additionally, the following must be provided:

7.1.1 - A detailed summary of all lawsuits, settled and pending, including outcomes for residents and staff and settlement amounts paid or received. Include information on all subsidiaries and parent organizations.

7.1.2 - Company ownership. If incorporated, the state in which the company is incorporated and the date of incorporation. Bidders must be duly qualified to perform all aspects of their proposed program.

7.1.3 - Locations of company offices and location of office servicing Connecticut accounts.

7.1.4 - Number of employees locally, nationally and internationally.

7.1.5 - Location(s) from which employees will be assigned.

7.1.6 - Name, address and telephone number of the bidder's point of contact for a contract resulting from this RFP.

7.1.7 - Length of time bidder has been providing services described in this RFP to the **public and/or private sector**. Please provide a brief description.

7.1.8 - Audited financial reports for the two most recent years and other information that will assist evaluators in determining financial stability.

7.1.9 - Accreditation history.

7.2 - SUBCONTRACTOR INFORMATION

7.2.1 - Does this proposal include the use of subcontractors?

Yes _____ No _____ Initials _____

If "Yes", bidder must:

7.2.1.1 - Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services. If specific subcontractors have not been identified, provide a description of the types of organizations anticipated to provide the contracted services and the types of services to be contracted.

7.2.1.2 - Provide the same information for any subcontractors as are indicated in Section 7.1 for the bidder as primary contractor.

7.2.1.3 - References as specified in Section 7.3 below must also be provided for any proposed subcontractors.

7.2.1.4 - Primary contractor will not allow any subcontractor to commence work until all insurance required of subcontractor is obtained.

7.3 - REFERENCES

Bidders will provide a complete list of all contracts and subcontracts the potential provider has received during the past five (5) calendar years that imposed an obligation on the potential provider to provide services of any kind to children and youth. The information provided will include the effective dates of performance, the amount and duration of the contract, the contracting entity, the name, address and telephone number of the responsible contract officer or contract monitor, and a brief description of the service(s) provided. Vendors are asked to verify current contacts. Information provided will include:

- 7.3.1 - Client name;
- 7.3.2 - Project description
- 7.3.3 - Project amount;
- 7.3.4 - Project dates (starting and ending);
- 7.3.5 - Technical environment;
- 7.3.6 - Client project manager name, telephone number, fax number and e-mail address.

8. - COST

Cost information must not be included with the bidder's Technical Proposal.

8.1 - Bidders are encouraged to research the labor market and propose wages and fringe benefits that are competitive for the East Lyme, Connecticut area.

8.2 - Provide detailed costs associated with these responsibilities and related services. Specify the nature of all expenses anticipated, expressed as "per diem, per inmate." All costs must reflect an annual cost. Any start-up costs must be described separately.

8.2.1 Bidder acknowledges an understanding of all Federal and Connecticut Affirmative Action/EEO requirements. Bidder further acknowledges acceptance of those requirements.

9. - Affidavit

Contracts resulting from this RFP will include the requirement that each contractor sign affidavits attesting to the integrity of the bid and contract process.