

RE-ENTRY NONRESIDENTIAL SERVICES

Request for Proposal - RFP # DOC-NRES-071-RB

The Connecticut Department of Correction (CTDOC) is pleased to announce the availability of funds to expand Re-Entry Nonresidential Services Programs for Offenders.

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

Important Dates –

- October 6, 2006 - Request for Proposal Released**
- October 20, 2006 - Mandatory Letter of Intent To Bid due - 3:00 P.M.**
- October 20, 2006 - Mandatory Bidders' Conference (proposed date)**
- October 25, 2006 - All questions due**
- October 31, 2006 - All answers released by CTDOC**
- November 13, 2006 - All Proposals due – 3:00 P.M.**

To participate in the application process, all interested parties **must submit** a Letter of Intent to Bid. All such letters must be received no later than October 16, 2006, by 3:00 PM. Letters of Intent to Bid may be mailed or submitted via fax or e-mail. Failure to submit a Letter of Intent by the date and time indicated will remove potential bidders from eligibility to bid.

An original and five copies of the proposals must be received at address below, no later than 3:00 PM, November 13, 2006. The original must carry original signatures. **PROPOSALS MAY NOT BE FAXED OR EMAILED. PROPOSALS RECEIVED AFTER THE DATE AND TIME INDICATED WILL NOT BE ACCEPTED AND WILL BE DESTROYED.**

Place Due-Connecticut Department of Correction, 24 Wolcott Hill Road, Wethersfield, CT 06109-1152
Att: Joel R. Ide, Grants and Contracts Manager, Fax: 860-692-7772, E-mail: JoelR.Ide@po.state.ct.us

Further Information

To assure an equitable process, all questions regarding the preparation of proposals concerning this RFP must be submitted in writing by October 25, 2006, 3:00 PM, to the Department, at the address, fax number, or email listed above. All questions received by CTDOC will be answered in writing, with a copy of all questions and responses provided to all applicants who have submitted a Letter of Intent to Bid. In order to expedite this process, it is requested that all Questions and Letters of Intent to Bid contain appropriate e-mail addresses to which CTDOC will email responses or any other information/notices.

Program Types Sought:

1. Multi-Service Centers
2. Outpatient Substance Abuse Assessment and Treatment
3. Housing
4. Social Re-Unification
5. Vocational Training

QUESTIONS **MUST** BE WRITTEN AND SENT TO MR. IDE. ANY DISCUSSIONS WITH OTHER STAFF CONCERNING THIS RFP WILL REMOVE YOUR AGENCY FROM ELIGIBILITY TO BID.

I. Department Needs

- A. The Connecticut Department of Correction (CTDOC) is seeking the following **Re-Entry Nonresidential** Services Programs for offenders released into the community prior to the termination of their sentences.

CTDOC has established the following program targets:

- Multi-Service Centers
- Substance Abuse Assessment and Treatment in Eastern Connecticut
- Housing
- Social Re-Unification
- Vocational Training

Only proposals offering the program types listed above will be considered.

Proposals may address services for male, female or mixed populations, unless specifically indicated otherwise in this document. The CTDOC is interested in building overall, statewide capacity.

II. Background

The Department of Correction has operated a wide variety of community nonresidential and non-nonresidential programs for over 30 years. These programs serve to assist in the reintegration of offenders into their communities in a structured and supervised manner.

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

III. Proposal Content Requirements and Format

Proposals must be submitted in the format and, where provided, on the forms included in this RFP. All requirements of this RFP must be met. All pages must be numbered. You may not combine proposed programs. Each proposed program must be addressed separately.

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

If the program you are proposing is to be incorporated into or coordinated with an existing or anticipated program, whether funded through the CTDOC or other source, you must provide information on what the program is, the funding source and amount of existing/anticipated funding. You must describe how the program you are proposing will work in conjunction with other programs.

B. Proposed Program

1. MULTI-SERVICE CENTERS

Proposals should fully explain each service to be offered. You must include the anticipated caseload, delineating those numbers representing offenders actively receiving direct services and those receiving follow-up/aftercare services.

The Department envisions Multi-Service Centers to function as 'one stop shopping' programs where offenders can secure a wide variety of assistance. Assistance may be provided directly or through referrals. You must identify those services to be provided directly and those provided through referrals.

Both direct services and referrals must include detailed descriptions of case management and aftercare services.

Issues which must be addressed in proposal include, but are not limited to, the following. If your proposal is not offering a specific service, please indicate with "Not Proposed"

- a. Housing
 - b. Employment
 - c. Vocational Training
 - d. Substance Abuse Treatment
 - e. Mental Health Services
 - f. Psychiatry Services
 - g. Social Reunification Services
 - h. Educational Advancement
 - i. Life Skills Development
 - j. Addressing Criminal Thinking patterns
 - k. Case Management Services: Including but not limited to:
 - (1) Orientation
 - (2) Individual Assessment
 - (3) Development of Individual Treatment and Community Integration Plans
 - (4) Counseling
 - (5) Crisis Intervention and Referral Services
1. Aftercare/Follow-up

Program(s) should have a multidisciplinary staff group that is sensitive to cross cultural and gender-specific issues.

2. SUBSTANCE ABUSE ASSESSMENT AND TREATMENT

The Department is seeking these services in the areas listed below. Preference will be given to those proposals offering the greatest services over the greatest geographical area at the best price.

- Greater New London
- Greater Norwich
- Greater Willimantic
- Greater Danielson

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

- a. **Referral to Program** - Department of Correction Parole & Community Services and Department of Correction Community Addiction Services Unit will refer offenders to the contracted program. Referrals shall be made for those offenders determined by the Department of Correction Health and Addiction Services Unit as having an identified need for outpatient substance abuse evaluation and/or treatment.
- b. **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 Department of Correction Parole & Community Services and the Department of Correction Community Addiction Services Unit 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 licensed or certified personnel.
- c. **Planning Care, Treatment and Services** - Treatment plans shall be developed in accordance with DMHAS regulations. Treatment plans for each offender shall include the following: Clearly defined problem and needs, Measurable goals and objectives based on the assessed needs and limitations of the individual, frequency of services, Potential barriers to care, including co-occurring illnesses, cognitive and communication disorders, developmental and/or physical disabilities and/or other social or environmental factors. Goals and objectives shall focus on recovery issues ranging from primary treatment to development of a support network, family issues, employability etc. Offenders will be given the opportunity to participate in the development of their treatment plan.

The treatment approach must be described in the proposal. Treatment, at a minimum, must include: Individual counseling, Group counseling, Education groups, Orientation and/or linkage to natural community-based recovery support systems, Introduction to Relapse Prevention for individuals and families, Monitoring of self-administered medications and Random drug testing. Treatment may be provided directly or through a contract service.

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.

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.

- d. **Aftercare** - Following the completion of a course of treatment, Aftercare should be available for offenders to maintain their recovery over a period of time. The contractor in consultation with the Department of Correction Parole & Community Services and the Department of Correction Community Addiction Services Unit will determine the Aftercare Plans
- e. **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. The contractor in consultation with the Department of Correction Parole & Community Services and the Department of Correction Community Addiction Services Unit will determine the appropriate level of treatment for the offender. Letters of support from these service agencies should be included.
- f. **Reporting/Performance measures** - The Department of Correction Parole & Community Services and the Department of Correction Health and Addiction Services must receive a variety of reports, both programmatic and fiscal. Actual reports, formats and departmental review of those reports 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.
- g. **Special Conditions for Department of Correction (DOC) Referrals –**
 - The contractor in consultation with the Department of Correction Parole & Community Services and the Department of Correction Health and Addiction Services Unit will provide treatment services in compliance with DMHAS standards and requirements, state and federal regulations and licensing requirements;
 - The contractor will conduct intake screenings that evaluate the appropriateness for non-residential treatment services and respond to the referral source with their decision and the approximate date of treatment availability within two (2) weeks from the date of referral.
 - The contractor will demonstrate the use of program security procedures that include regular and random searches of program participants and personal possessions or packages the offender attempts to bring into the treatment environment.
 - The contractor will conduct random urinalysis testing on all DOC referrals and notify the referral source of the any positive results.
 - The contractor will provide routine statistical/utilization reports requested by the Department of Correction Parole & Community Services and Department of Correction Health and Addiction Services Unit.
 - The contractor agrees to immediately notify the local DOC referring agent of any emergencies and/or critical incidents involving the DOC referral.
 - The contractor will immediately notify the DOC referring agent by telephone whenever a DOC client leaves treatment against clinical and/or medical advice. Following verbal notification of any incident to the DOC referral agent, the contractor will forward a written report to the DOC referral agent within 24 hours of the incident.
 - The DOC reserves the right to enter the program at any time to facilitate the process of placing a client in custody or removing the client from the program. In this event the contractor agrees to fully cooperate with DOC representatives.

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 admissions monthly.

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

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

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

3. HOUSING

Proposals should address all services to be provided. The intent of this program area is to contract for services that secure housing for offenders. This will, of necessity, include the following services:

- Offender Interview/Assessment/Evaluation to assure an appropriate housing fit
- Extensive contacts in the community or communities in which the services will be offered
- A model which allows for the determination of eligibility for state/federal housing programs and assists the offender in securing certification for the program(s)
- A model which provides for some in-home supervision of offenders
- A model which provides for some programming, which may include:
 - AA/NA
 - Referral to employment services, with follow up
 - Personal and property responsibilities
- The ability to track and report on all phases of the program

4. SOCIAL RE-UNIFICATION

One of the predictors of successful community reunification is the stability of an offender's home life. When releasing offenders maintain a stable and supportive intimate relationship a partner they have a much better chance of staying out of trouble and out of prison. In the case of minors, a stable and supportive family has the same effect.

The following services are among those the DOC desires to fund:

- Services designed to assist offenders, who committed acts of domestic violence, re-unite with their domestic partners
- Services designed to assist young offenders re-unite with families (include description of supportive services for such families)
- Services designed to assist families maintain stability during and following a period of incarceration
- Services designed to reconnect offenders with community support systems, including government, private and social services.

5. VOCATIONAL TRAINING

Offenders who maintain employment and earn a "living wage" tend to stay out of trouble and out of prison. In order to assist offenders in this regard, the Department of Correction offers a variety of programs, including academic and vocational education, job readiness, and job finding.

This RFP seeks to expand these services to include vocational training post-release. The following services are among those the DOC desires to fund:

- Linkages to existing facility-based education and training
 - Vocational placement for offenders assessed by the Department of Correction, in consultation with the provider
 - Case management services to deal with the myriad of problems faced by released offenders
 - Job placement
 - Follow-up employment assistance for graduates
 - Ongoing collaboration with DOC through the Parole and Community Services
 - Ongoing collaboration with DOC through the Job Center Program, USD#1, and Correctional Enterprises
- C. Staffing** - The proposal must describe the staff to be assigned to this project, including the extent to which they have the appropriate training and experience to perform assigned duties. Job descriptions, hours per week and hourly rates must be provided for all staff categories assigned to this project.
- D. Evidenced Based Programming** – The proposal must describe the extent to which it is evidence-based and how that determination was made. Please cite specific research, papers, journals, etc. Copies of the cited literature will be requested, if necessary. Do not include them with the proposal.
- E. Proposed Impact on Recidivism** – The proposal should describe the anticipated impact on recidivism. Please describe the rationale for this anticipation, citing specific research, papers, journals, etc. Copies of the cited literature will be requested, if necessary. Do not include them with the proposal.
- F. Assurances** - The proposal must include a statement of adherence to Assurances described in this RFP.
- G. Eligibility and Exclusions** – The proposal must clearly define all eligibility criteria and must identify any categories of offenders that would be excluded from the proposed program. All exclusions must be fully explained. CTDOC will give preference to proposals offering services with the broadest eligibility requirements and fewest exclusionary criteria.
- H. Budget** - Proposal must contain an itemized budget on the budget form included in this RFP.

All costs (travel, printing, supplies, etc.) must be included in the contract price.

Competitiveness of the budget will be considered as part of the proposal review process. Please identify all other funding that will support of this program, including provider agency financial support. Include the source, period and amount of any such funding.

The State of Connecticut is exempt from excise, transportation and sales taxes imposed by the Federal and/or state government. Such taxes must not be included in contract prices.

The maximum amount of the bid may not be increased after the proposal is submitted. All cost estimates will be considered as “not to exceed” quotations. However, the proposed budget is subject to change during the contract negotiations.

The budget must make note of any proposed or anticipated subcontracts. The selected Contractor must provide the Department with a complete description of any subcontract anticipated in the provision of services described in their proposal. All information required of the contractor must be applied to the subcontractor as well.

Budgets must be compliant with the Cost Standards developed by the Office of Policy and Management and available on the OPM web site.

IV. Proposal Requirements

1. Proposal must be completed in the format described and meet all requirements of this RFP.
2. Proposal must be signed by an authorized official of the applicant organization.
3. An original and five copies of the completed proposal must be received no later than 3:00 p.m., November 13, 2006, at the address and person identified on page 1 of this RFP.
4. Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by CTDOC.
5. Notification of outcome of proposal review will be mailed to all applicants on or about November 30, 2006. Anticipated funding of new programs or expansion to begin on or about January 1, 2007. By mutual agreement, programs may start earlier.

V. **Supervision**

Supervision of any awarded program will be provided by the Director of Parole and Community Enforcement, who reports directly to the Commissioner. Contract compliance and administration will be provided through the Department of Correction Deputy Commissioner of Administration.

VI. **Review Criteria**

Proposals submitted in response to this notice will be reviewed in two steps; first, to determine whether the Minimum Requirements have been met; second, to determine the Technical Merit of the proposals and the extent to which they meet the goals and intent of the RFP.

A. Minimum Requirements - Proposals will be screened for completeness and compliance with the requirements specified in the RFP. Applicants who fail to follow instructions or to include all required elements will be deemed incomplete and removed from further review.

B. Technical Requirements - Complete proposals will be reviewed for technical merit based on the following criteria:

1. The extent to which the applicant has demonstrated successful experience providing substantially similar services. Priority will be given to applicants who have successfully provided those services most closely related to services sought through this RFP.
2. The extent to which references provided support the applicants success in providing substantially similar services.
3. The extent to which services to be provided are described clearly and cover all requirements outlined in the RFP.
4. The extent to which adequate time is allocated to manage the services to be provided.
5. The extent to which the profile of staff who will be working on this project is clear and adequate to manage the services to be provided.
6. The extent to which a thorough workplan is presented, with measurable objectives and specific, appropriate timelines.
7. The extent to which a cost-effective budget is presented.
8. The competitiveness of the proposal.

C. Review Process - Proposals which meet the minimum requirements will be reviewed by a panel of appropriate staff and/or outside experts. Recommendations concerning the selection of a proposal for funding will be made by this panel. The final selection is at the discretion of the Commissioner.

A notification of the outcome of proposals will be mailed to all applicants on or about November 30, 2006.

No financial obligation by the State will be incurred prior to the full execution of a contract.

VII. **Compliance with Applicable Statutes and Regulations**

The applicant is required to be in compliance with all applicable Federal and State statutes and regulations. These include, but are not limited to, all Affirmative Action and Non-discrimination rules and regulations. The Department will provide all necessary forms for the documentation of compliance with any contractual agreements with the Department.

Moreover, in accordance with Section 4a-60(a) of the Connecticut General Statutes, the awardee shall agree and warrant that in the performance of this award, he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color,

religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation, mental or physical disability, unless it is shown by the awardee that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States and the State of Connecticut.

The awardee shall further agree to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the awardee as they relate to the provisions of Section 4a-60 and Regulations of Connecticut State Agencies, Sections 46a-68J-2 to 46a-68K-8.

VIII. Affirmative Action Notice

The State of Connecticut strongly supports the concept and implementation of affirmative action to overcome the present effects of past discrimination. The Department urges its bidders, suppliers, contractors and awardees to implement affirmative action plans and programs of their own, and hereby notifies all bidders, suppliers, contractors and awardees that the Department will not knowingly do business with, or make awards to, any individual or organization excluded from participation in any federal or state contract program, or found to be in violation of any state or federal anti-discrimination law.

IX. Assurances

All proposers must agree to adhere to the following conditions and **must positively state such in the proposal**:

- A. **Conformance with Statutes** – Proposer assures compliance with all applicable federal and/or state laws or regulations. This assurance extends to compliance with all ethics and reporting requirements demanded by both state and federal governments.
- 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** – Proposer acknowledges that any contract with the CTDOC will require appropriate information, as determined by the CTDOC, with all billing.

Contractor shall permit access by staff/agents properly authorized by the CTDOC to the contractor's premises, staff and participants 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 CTDOC without recourse. Contractors shall maintain written records to substantiate costs incurred under any 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. Communications, written or oral, with any CTDOC employee other than the designated contact, concerning this RFP, may terminate a proposers eligibility to submit a response.
- 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/or the State.
- H. **Rejection for Default or Misrepresentation** - The State reserves the right to reject the proposal of any applicant which is in default of any prior contract or for misrepresentation.

- I. **State's Clerical Errors in Awards** - The State reserves the right to correct inaccurate awards resulting from its clerical errors.
- J. **Rejection of Proposals** - Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
- K. **Applicant Presentation of Supporting Evidence** - An applicant, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the RFP.
- L. **Changes to Proposals** - No additions or changes to the original proposal will be allowed after submittal, unless specifically requested by the Department.
- M. **Collusion** - By responding, the applicant implicitly states that the proposal is not made in connection with any competing applicant submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the applicant did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the agency participated directly or indirectly in the applicant's proposal preparation.
- N. **Subcontracting** - In a multi-contractor situation, the Department requires a single point of responsibility and accountability.
- O. **Gift Affidavit** - Connecticut General Statute § 4-252 (the "Statute") requires that the Invitation to Bid, of which these Terms and Conditions are a part, include a notice of the vendor certification requirements described in the Statute. Accordingly, pursuant to the Statute, vendors are notified as follows:
- (a) The terms "gift," "quasi-public agency," "state agency," "large state contract," "principals and key personnel" and "participated substantially" as used in this section shall have the meanings set forth in the Statute.
- (b) No state agency or quasi-public agency shall execute a large state contract unless the state agency or quasi-public agency obtains the written certifications described in this section. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement.
- (c) The official of the person, firm or corporation awarded the contract, who is authorized to execute the contract, shall certify on such forms as the State shall provide:
- (1) That no gifts were made between the date that the state agency or quasi-public agency began planning the project, services, procurement, lease or licensing arrangement covered by the contract and the date of execution of the contract, by (A) such person, firm, corporation, (B) any principals and key personnel of the person, firm or corporation, who participated substantially in preparing the bid or proposal or the negotiation of the contract, or (C) any agent of such person, firm, corporation or principals and key personnel, who participated substantially in preparing the bid or proposal or the negotiation of the contract, to (i) any public official or state employee of the state agency or quasi-public agency soliciting bids or proposals for the contract, who participated substantially in the preparation of the bid solicitation or request for proposals for the contract or the negotiation or award of the contract, or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency;
- (2) That no such principals and key personnel of the person, firm or corporation, or agent of such person, firm or corporation or principals and key personnel, knows of any action by the person, firm or corporation to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the person, firm or corporation to provide a gift to any such public official or state employee; and
- (3) That the person, firm or corporation made the bid or proposal without fraud or collusion with any person.

(d) Any bidder/proposer that does not make the certifications required under subsection (c) of this section shall be disqualified and the state agency or quasi-public agency shall award the contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.

(e) The Department of Correction began planning this services procurement on 7/1/06.

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.

REQUEST FOR PROPOSAL
RFP # NRES – 071-RB
Community Nonresidential Programs
October 2006

DEPARTMENT OF CORRECTION

A. Applicant Information

Applicant Agency: _____ Legal Name _____ FEIN: _____

Address _____ City/Town _____ State _____ Zip Code _____

Contact Person: _____ Title: _____

Telephone No: _____ FAX No: _____ E-Mail: _____

TOTAL FY07 PROGRAM COST: _____ TOTAL FY07 COST TO CTDOC: _____

TOTAL ANNUAL PROGRAM COST: _____ TOTAL ANNUAL COST TO CTDOC: _____

START-UP COSTS REQUESTED: _____

Proposed Program Type:

Multi-Service Substance Abuse Housing Re-Unification Vocational Training

Applicant Agency Fiscal Year: _____ to _____
(month) (month)

Is your agency a non-profit? Yes No Is your agency incorporated? Yes No

Is your agency registered as a:

Minority Business Enterprise?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Women Business Enterprise?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Small Business Enterprise?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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

Please be clear, thorough and brief in your narrative. Do not include superfluous information.

B. Program Proposal and Description

1. Provide a full description of the program being proposed
 - a. number of Nonresidential “slots” being proposed (define what a ‘slot’ is to this program)
 - b. is this program for adult males, adult females or both
 - c. when will proposed program be operational

- d. location of proposed program - does your agency currently control the site of proposed program - if no, provide details of how and when site will be available to you.
 - e. full description of proposed program – how will the proposed program provide the services identified in Section III of this RFP?
2. Describe your experience providing the kinds of services being proposed.
If you do not currently or have not in the past 3 years provided nonresidential services to the CTDOC, please provide at least two references that may be contacted to support the description of your experience in providing these services. Include: Agency/Company name, Address, Contact Person, Telephone Number.
3. Provide a narrative overview of staff who will be assigned to the proposed program. Include licensure/certification requirements and any other federal, state or agency requirements. Descriptions may be done by category, i.e., Counselor, Teacher, Program Manager, indicating the number of Full Time Equivalentents (FTE's) for each category.

C. Staffing

D. Evidence-Based Programming

E. Impact on Recidivism

F. Assurances

G. Eligibility and Exclusions

H. Budget: Use the form or format as follows. ALL BUDGETS MUST BE COMPLIANT WITH THE STATE OF CONNECTICUT COSTS STANDARDS ESTABLISHED BY THE OFFICE OF POLICY AND MANAGEMENT. THOSE STANDARDS ARE AVAILABLE ON THE OPM WEB SITE.

DEPARTMENT OF CORRECTION RFP # RES-071RG PROPOSED BUDGET

PROVIDER NAME _____

PROPOSED PROGRAM _____

NONRESIDENTIAL LINE ITEMS

I. SALARIES & WAGES						
		Number	Average	Annual Line	FY 2007	
	DIRECT CLIENT SVC. STAFF	FTE's	Annual Salary	Total	Total	Total
A.	Program Director					
B.	Counselors					
C.	Staff Supervisor					
D.	Education/Other Program Specialist					
E.	Client Supervisor/Monitor					
F.	Client Supv/Monitor-2nd,3rd weekend					
G.	House Manager					
H.	Substance Abuse Counselor					
I.	Other : _____					
J.	SUBTOTAL DIRECT SVC. SALARIES					
DIRECT SVC. SUPPORT STAFF						
K.	Cook					
L.	Driver					
M.	Security					
N.	Maintenance/Custodian					
O.	Laundry					
P.	Other _____					
Q.	SUBTOTAL DIR SVC. SUPPORT SALARIES					
R.	TOTAL DIR SVC SALARIES					
II. NONSALARY				Annual Line	FY 2007	
				Total	Total	Total
A.	Temporary Help (not employees)					
B.	Contract Services					
C.	Telephone					
D.	Office Supplies & Postage					
E.	Staff Training & Inservice					
F.	Advertising					
	1. Recruitment - Staff					
	2. Program Advertising					
G.	Vehicle expense (gas, oil, repairs)					
H.	Mileage Reimbursement					
I.	Dues,Mbrshp Fees,Lic.,Subscriptions					
J.	Offender Med Cabinet Supplies					
K.	Offender Lab Fees					
	1. Urines					
	2. Blood					
L.	Offender Pharmaceuticals					
M.	Offender Training & Educ Supplies					
N.	Offender Recreational Svcs.&Supplies					
O.	Rental/Lease Payments					
P.	Property and Real Estate Taxes					
Q.	Insurance					
	1. Umbrella					
	2. Malpractice/ Prof. Liability					

	3. Liability				
	4. Property (including liability)				
	5. Vehicles				
	6. Other _____				
R.	Dietary				
	1. Food				
	2. Non Food				
S.	Housekeeping and Laundry				
T.	Maintenance Supplies/Expenses				
U.	Utilities (heat, water, light)				
V.	Depreciation				
W.	Minor Equipment (\$250 - \$600)				
X.	SUBTOTAL NONSALARY				
III.	TOTAL DIR. SVC. COST				
IV.	ALLOCATED EMPLOYEE BENEFITS				
V.	ALLOCATED ADMIN. EXPENSE				
VI.	MAJOR EQUIPMENT				
VII.	TOTAL EXPENSES				
VIII. REVENUE					
A.	OPERATING REVENUE				
1.	Room & Board from Offenders				
2.	Food Stamps (DIM) from Offenders				
3.	Counseling Fees from Offenders				
4.	DMHAS				
5.	Office of Adult Probation				
6.	Judicial				
7.	General Public Assistance from Towns				
8.	DCF (formerly DCYS)				
9.	Title 19 (Medicaid fee-for-service)				
10.	Other _____				
11.	SUBTOTAL OPERATING REVENUES				
B.	GRANT REVENUE				
1.	United Way				
2.	Town				
3.	Other _____				
4.	Other _____				
5.	SUBTOTAL GRANT REVENUES				
C.	OTHER REVENUE				
1.	Fund Raising				
2.	Contributions				
	a. Restricted				
	b. Unrestricted				
3.	Investment Income				
4.	Interest Income				
5.	Gain on Sale of Assets				
8.	Other _____				
9.	SUBTOTAL OTHER REVENUES				
D.	TOTAL ALL REVENUES OTHER THAN DOC				
E.	TOTAL REQUESTED DOC FUNDING				
IX.	TOTAL ALL REVENUES				

TECHNICAL REVIEW CRITERIA WORKSHEET

Applicant

<u>Criteria:</u>	<u>Point Value</u>
1. The extent to which applicant has demonstrated successful experience providing similar services.	()
2. The extent to which proposal demonstrates evidence-based programming.	()
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 program will allow participation by the broadest CTDOC population (limited exclusionary criteria)	()
5. The extent to which the profile of staff who will be working on this project is clear and adequate to manage the services to be provided.	()
6. The extent to which the proposed program will positively impact recidivism.	()
7. The competitiveness of the proposal.	()
8. The extent to which the proposal meets the needs of CTDOC.	()
Total	()

Rating Scale

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

Date

Reviewer's Signature

NOTE: All reviewers must complete this form for each proposal reviewed. Each sheet must be signed and turned into the Chair at the end of the process. These

forms become a permanent part of the CTDOC records and are subject to the requirements of FOIA.

EXPANSION OF CURRENT PROGRAM

Agency Name:

Agency Address:

Agency Contact:

Tele:

Fax:

E-Mail:

CURRENT PROGRAM INFORMATION

Program Name:

Location:

Program Type:

Male/Female/Co-Ed:

Program Length:

Total Current Beds:

Current Number of CTDOC/Parole Beds:

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

Current Annual CTDOC Cost Per Bed:

Current Annual Other Cost Per Bed:

PROPOSED EXPANSION INFORMATION

Type of Proposed Expansion Beds:
Beds:

Number of Proposed Expansion

Annual Per Bed Cost of Proposed Expansion Beds:

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

Location of Proposed Expansion Beds:

Are these beds currently purchased by another State agency?

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

When will these beds be available to CTDOC?

When could they be filled?

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

Please detail (attach sheet, if necessary)

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Gift Affidavit
(Bid or Proposal)

Gift affidavit to accompany bids or proposals for state procurements with a value of \$50,000 or more in a calendar or fiscal year and licensing arrangements with a cost to the State greater than \$500,000 in a calendar or fiscal year, pursuant Conn. Gen. Stat. §§ 4-250 and 251, and Governor M. Jodi Rell's Executive Order No. 7B, para. 10.

I, _____, hereby swear that during the two-year period preceding the submission of this bid or proposal that neither myself nor any principals or key personnel of the submitting firm or corporation who participated directly, extensively and substantially in the preparation of this bid or proposal nor any agent of the above gave a gift, as defined in Conn. Gen. Stat. § 1-79(e), including a life event gift as defined in Conn. Gen. Stat. § 1-79(e)(12), to (1) any public official or state employee of the state agency or quasi-public agency soliciting the bids or proposals who participated directly, extensively, and substantially in the preparation of the bid solicitation or preparation of request for proposal or (2) to any public official or state employee who has supervisory or appointing authority over the state agency or quasi-public agency soliciting the bid or proposal, except the gifts listed below:

<u>Name of Benefactor</u>	<u>Name of recipient</u>	<u>Value</u>	<u>Date of Gift</u>
<u>Gift Description</u>			

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

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

Signature

Date

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

Commissioner of the Superior Court
Notary Public

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Campaign Contribution Affidavit
(Bid or Proposal)

Campaign contribution affidavit to accompany bids or proposals for Large State Contracts (having a total cost to the State of more than \$500,000), pursuant to Governor M. Jodi Rell's Executive Order No. 1, para 8. and Conn. Gen. Stat. § 4-250

I, Type/Print Name, Title and Name of Firm or Corporation, hereby swear that during the two-year period preceding the submission of this bid or proposal, neither I nor any principals or key personnel of the submitting firm or corporation who participated directly, extensively and substantially in the preparation of this bid or proposal nor any agent of the above gave a contribution to a candidate for statewide public office or the General Assembly, as defined in Conn. Gen. Stat. §9-333b, except as listed below:

<u>Contributor</u>	<u>Recipient</u>	<u>Amount/Value</u>	<u>Date of Contribution</u>
<u>Contribution Description</u>			

List information here

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

Signature

Date

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

Commissioner of the Superior Court
Notary Public