

Request for Proposal
Department of Public Health – Public Health Initiatives Branch
Tobacco Use Prevention and Control Program

School-Based Tobacco Use Prevention and Cessation Programs

RFP # 2009-0924

The Connecticut Department of Public Health (DPH) is pleased to announce the availability of funds to pilot the provision of tobacco use prevention and cessation programs within a coordinated school health approach in Connecticut school districts to reduce, eliminate, and/or prevent youth tobacco use.

Funding

A total of up to \$500,000 of funding is available for a two-year period to support tobacco use prevention and cessation programming in 10 to 20 Connecticut school districts, subject to the availability of funding and satisfactory performance. Grant award amounts are anticipated to be within the range of \$25,000 - \$50,000.

This funding is made available to the Department of Public Health for use from the Tobacco and Health Trust Fund portion of the Master Settlement Agreement.

Eligibility

Applications will be accepted from any Connecticut public school district that is currently successfully implementing the Centers for Disease Control and Prevention (CDC) Coordinated School Health Approach.

Closing Date

An original and **six** copies of the completed proposal must be postmarked no later than March 20, 2009. Hand delivered proposals will not be accepted.

Place Due

Department of Public Health
Tobacco Use Prevention and Control Program
410 Capitol Avenue, MS# 11HLS
P.O. Box 340308
Hartford, CT 06134-0308

Phone: (860) 509-8251

Further Information

All applicants must send written notice of their intent to apply to the DPH, which must be received by March 11, 2009 at 4:00 PM. Letters of intent may be sent via email to dphtobacco@ct.gov.

DPH will confirm the receipt of letters of intent sent via email electronically.

To avoid giving one applicant advantage over others, all questions regarding the preparation of proposals in response to this RFP must be submitted in writing by March 4, 2009. Questions may be emailed to dphtobacco@ct.gov, and will be answered within one week.

No answers will be provided to questions received after this date. A copy of all written questions and responses will be provided to all applicants who submit questions or a letter of intent, or who send a written request for such information to the DPH Tobacco Use Prevention and Control Program. Responses to questions will be sent via e-mail to applicants who provide their e-mail address.

All correspondence, including the letter of intent, written questions, and requests for receipt of questions and responses must be addressed to the e-mail or postal address provided under "place due" on the previous page.

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I. Statement of Purpose

The purpose of this request for proposals is to increase tobacco use prevention and cessation services, policies, and programs for youth through pilot grants provided to Connecticut school districts to reduce, eliminate, and/or prevent youth tobacco use, delivered within a Coordinated School Health Approach.

II. Background

Tobacco use is the single most avoidable cause of death in our society and one of the most important public health issues of our time. Nearly 5,000 tobacco-related deaths occur in Connecticut annually, more than alcohol, AIDS, car crashes, illegal drugs, murders, and suicides *combined*. Tobacco use is also responsible for high economic costs. The most recent estimate of annual medical expenditures in Connecticut that are attributable to the consequences of tobacco use is \$1.63 billion. State Medicaid payments directly related to tobacco use are \$430 million each year. (Campaign for Tobacco-Free Kids, 2007.)

According to the Centers for Disease Control and Prevention, the majority of daily smokers began smoking before 18 years of age and more than 3,000 young persons begin smoking each day. Connecticut students who say they are current cigarette smokers are more likely to be involved in other high-risk behaviors, including sexual activity, dating violence, drinking alcohol and smoking marijuana. They are also more likely to consider themselves depressed. (Connecticut School Health Survey, 2007)

The coordinated approach to school health provides a system designed to address the needs of the whole child by effectively connecting health with education. This coordinated approach provides the framework for families, communities, and schools to work together to improve students' health and capacity to learn. Each component of the coordinated school health approach makes a unique contribution while complementing the other components, ultimately creating a whole that is greater than the sum of its parts. The components of coordinated school health include:

- Comprehensive school health education;
- School health services;
- Physical education;
- School nutrition services;
- Counseling, psychological and social services;
- Health promotion for school personnel;
- Healthy school environment; and
- Family and community involvement in school health.

School-based health programs should enable and encourage children and adolescents who have not experimented with tobacco to continue to abstain from any use. For young persons who have experimented with tobacco use, or who are regular tobacco users, school health programs should enable and encourage them to immediately stop

all use. For those young persons who are unable to stop using tobacco, school programs should help them seek additional assistance to successfully quit the use of tobacco.

These key principles for an effective program include:

- Prohibit tobacco use at all school facilities and events;
- Encourage and help students and staff to quit using tobacco;
- Provide developmentally appropriate instruction in grades K-12 that addresses the social and psychological causes of tobacco use;
- Are part of a Coordinated School Health approach which delivers consistent messages about tobacco use; and
- Are reinforced by community-wide efforts to prevent tobacco use and addiction (CDC, May 2006).

This request for proposals seeks to identify school districts possessing the capacity to pilot the implementation of the CDC Guidelines for School Health Programs to Prevent Tobacco Use and Addiction.

III. Proposal Content Requirements

Proposals must be submitted on the Department of Public Health Application Forms included in Attachment D. All requirements of this Request for Proposal must be met. Content requirements not addressed by the Application Forms must be submitted in narrative form with numbered pages. Narrative response should be no longer than 15 pages, single-spaced with a font size of 12 and one-inch margins.

Applicants **must** provide documentation of the following:

- 1) Demonstrated successful experience providing similar services;
- 2) Need for these services;
- 3) Work Plan (Attachment D, Part E) to implement the *Centers for Disease Control and Prevention Guidelines for School Health Programs to Prevent Tobacco Use and Addiction* in all schools within the district. This will include but not be limited to:
 - a. Policy Implementation
 - b. Instruction, Curriculum and Training
 - c. Family Involvement
 - d. Tobacco-Use Cessation Efforts
 - e. Evaluation

- 4) Description of how the district is currently implementing a Coordinated School Health approach as defined by the Centers for Disease Control and Prevention and the Connecticut State Department of Education *Guidelines for a Coordinated Approach to School Health*.
- 5) Submission of two letters of support from community providers that shows evidence of the assistance and collaboration they will provide to the school district in providing these services;
- 6) Submission of long-term plans to assure sustainability of these efforts beyond the grant term; and
- 7) How the budget and budget justification will support the implementation of the *CDC Guidelines for School Health Programs to Prevent Tobacco Use*.

The school district will be required to cooperate with a third party evaluator that will also be on contract with the Department of Public Health, as well as conduct their own assessment and evaluation of their program.

A. Applicant Information

The application must contain the official name, address and phone number of the applicant, the principal contact person for the application, and the name and signature of the person (or persons) authorized to execute the contract.

B. Contractor Information

Please provide the name, title, address, telephone and FAX number of staff persons responsible for the completion and submittal of:

1. Contract and legal documents/forms
2. Program progress reports
3. Financial expenditure reports

C. Services to be Provided

All funded school districts shall implement tobacco use prevention and cessation programs as outlined in the Centers for Disease Control and Prevention *Guidelines for School Health Programs to Prevent Tobacco* (CDC, 2006).

This school-based approach includes school, family, and community partnerships working together to develop, implement, and sustain comprehensive and coordinated strategies for tobacco use prevention and cessation programs for youth. The Centers for Disease Control and Prevention has developed *Guidelines for School Health Programs to Prevent Tobacco Use* (CDC, 2006).

Based on extensive review of research and practice, these guidelines outline key principles and recommendations. All school districts awarded these funds must provide the following services, and describe their approach to addressing the following components:

Policy Implementation:

1. Using the Centers for Disease Control and Prevention's *School Health Index* (<https://apps.nccd.cdc.gov/shi/default.aspx>), school districts will assess existing policies and practices regarding tobacco use and prevention within their district and develop an action plan for strengthening tobacco use prevention policies;
2. Expand tobacco use prevention policies to include school grounds, school functions, and school vehicles;
3. Develop an implementation plan that includes professional development/education for staff, students, families and the community regarding tobacco use policies; and incorporate signage and other strategies to reinforce the policies;
4. Prohibit tobacco advertisement of any type or form (including apparel); and,
5. Develop degrees of enforcement including referrals to school- or community-based cessation programs and other community-based interventions and services.

Instruction and Curriculum:

1. Provide instruction about short- and long-term negative physiologic and social consequences of tobacco use, social influences on tobacco use, peer norms regarding tobacco use, and refusal skills;
2. School districts will use guidance on curriculum development, instruction, and assessment from the Connecticut State Department of Education documents including the *Healthy and Balanced Living Curriculum Framework*, *Health Education Assessment Frameworks* and *the Guidelines for a Coordinated Approach to School Health* when developing, implementing and evaluating their Comprehensive School Health Education Curriculum including tobacco prevention education;
3. According to CGS 10-19(a), "the knowledge, skills, attitudes required to understand and avoid the effects of alcohol, of nicotine, or tobacco and drugs ...shall be taught every academic year to pupils in all grades in the public schools." This instruction must be delivered in a planned, ongoing and systematic fashion; and
4. *The Guidelines for a Coordinated Approach to School Health* (CSDE, 2007) recommends that students in PK through grade 4 receive a minimum of 50 classroom hours in comprehensive school health education per academic year and students in grades 5

through grade 12 receive a minimum of 80 hours in comprehensive school health education per academic year.

5. Provide program-specific training on tobacco-use prevention for teachers.

Family Involvement:

1. Schools shall promote discussions at home about tobacco use by incorporating these topics into homework and other school projects;
2. Include parent/guardians and families in all tobacco-related education efforts within the school; and,
3. Encourage parent/guardians and families to participate in community efforts to prevent tobacco use, especially among youth.

Tobacco-Use Cessation Efforts:

1. Schools will support cessation efforts among students and staff that use tobacco. Schools should provide access to cessation programs that help students and staff stop using tobacco rather than punishing them for violating tobacco-use policies; and,
2. Schools that implement school-based cessation programs themselves must use evidence-based programs, such as the American Lung Association's 'N-O-T On Tobacco', or 'Project Ex'. Additional resources are available at www.youthtobaccocessation.org and at <http://www.modelprograms.samhsa.gov>, where the Substance Abuse and Mental Health Services Administration identifies and reviews model evidence-based programs.
 - Schools that implement cessation interventions for youth must follow the US Department of Health and Human Services guidelines 'Youth Tobacco Cessation: A Guide for Making Informed Decisions' (CDC, 2004) (http://www.cdc.gov/tobacco/quit_smoking/cessation/youth_tobacco_cessation/index.htm) which includes Cognitive-Behavioral Interventions; or,
3. Schools may instead choose to collaborate with a community health center or other community health provider in their area to link students with existing cessation programs. If this option is chosen, schools should attempt to arrange for transportation if services are not provided on school grounds.

Evaluation:

1. The school district shall regularly assess the success of its tobacco prevention and cessation efforts, including surveys to assess effectiveness, satisfaction of students, staff and parent/guardians, quit rates, and number of referrals provided; and,

2. The school district will cooperate with a third party evaluator from the Department of Public Health.

Other:

1. Any tobacco use instruction, curriculum and cessation program must be reviewed and approved by the Department of Public Health prior to implementation.
2. The school district should demonstrate program sustainability once grant funds have expired.
3. School districts must form active School Health Teams, and participate, if asked, in various school health surveys.

D. Budget

The proposal must contain an itemized budget with justification for each line item on the budget forms included in the Application (Attachment D, Part D). All costs (travel, printing, supplies, etc.) must be included in the contract price. These funds cannot be used for personnel costs, for capital purchases or for the purchase of computer equipment.

Competitiveness of the budget will be considered as part of the proposal review process.

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

The maximum amount of the bid may not be increased after the proposal is submitted. All cost estimates will be considered as “not to exceed” quotations against which time and expenses will be charged.

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

The selected Contractor must provide DPH with six copies of any subcontracts. All information required of the contractor must be applied to the subcontractor as well.

Copies of state set aside certifications for small and/or minority business must also be provided.

Payments will be negotiated based on time frames and deliverables described in section V of this RFP.

E. Work Plan

A comprehensive and realistic work plan with measurable objectives describing tasks to be performed, deliverables and timelines, including a project start date, must be provided on the application forms included in Attachment D. The work plan must be consistent with the RFP and the project's goals and objectives. **The project start date will be considered as part of the review criteria for this RFP.**

F. Staffing

The proposal must describe the staff assigned to this project, including the extent to which they have the appropriate training and experience to perform assigned duties. A project coordinator must be designated as the point person.

Job descriptions and hours per week dedicated to this project must be provided for all staff assigned to this project on the form included in Attachment D.

Resumes must be provided for all professional staff assigned to this project.

G. Contract Compliance

The proposal must include a completed **Notification to Bidders** form and a **Workforce Analysis Questionnaire**. In addition, proposals must include a **signed statement of adherence to Assurances**. These forms are included in Attachment D.

IV. Application Procedures

Applicants must complete their proposal using the following procedures:

- a. The proposal must be completed on the Application Forms included in Attachment D and meet all requirements of this RFP.
- b. The proposal must be signed by an authorized official of the applicant organization.
- c. An original and six copies of the completed proposal must be addressed to:
Tobacco Use Prevention and Control Program
State of Connecticut, Department of Public Health
410 Capitol Avenue, MS#11HLS
P.O. Box 340308, Hartford, CT 06134-0308

Completed proposals must be postmarked by March 20, 2009.

Supplemental information will not be considered after the deadline for submission of proposals, unless specifically requested by DPH.

Notification of the outcome of proposal review will be mailed to all applicants. A contract will be mailed to the successful applicant with an effective project start date on or about July 1, 2009.

V. Deliverables

In the course of providing the required services of this proposal, several documents must be produced and delivered to the DPH Project Manager for approval during the contract period. These documents, along with the required services, will be the indicators for measuring the performance of the contractor.

Development of these deliverables must be included as objectives in the project work plan described in Section III of this RFP (Work plan forms are included in Attachment D).

A payment schedule will be negotiated based upon the following deliverables which include but are not limited to:

1. Submission of an action plan for strengthening tobacco use prevention policies and an implementation plan which includes professional development/education for staff, students, families and the community regarding tobacco use policies;
2. Submission of a Comprehensive School Health Education curriculum including pre-k to 12 tobacco prevention objectives;
3. Submission of an evidence-based curriculum for program-specific training on tobacco-use prevention for teachers, dates of training and names of staff trained;
4. Evidence of the implementation of research-based curriculum and education materials in grades pre-K to 12;
5. Submission of plans and materials for parent/guardians and community education for review and approval prior to distribution;
6. Submission of copies of signage developed for tobacco free areas;
7. Submission of copies of cessation program information, including referral process, protocols, and information to be provided to students and families;
8. Submission of quarterly reports that include a summary of ongoing progress of the program, including success stories;
9. Submission of a final report describing the progress and evaluation of the program as a whole; and,

10. Submit local Board of Education approved copy of the comprehensive school policy on tobacco use and enforcement.

VI. Supervision

The Department of Public Health Tobacco Use Prevention and Control Program will provide oversight and technical assistance in conjunction with the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services, and Adult Education.

VII. Review Criteria

Proposals submitted in response to this notice will be reviewed in two steps; first, to determine whether the submission requirements have been met (see Attachment C, Proposal Checklist). 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 (see Attachment C, Proposal Checklist). Applicants who fail to follow instructions or to include all required elements will be deemed incomplete and may be removed from further review. In addition, *applicants with long-standing, and/or significant outstanding unresolved issues on current and/or prior year contracts with the Department may be removed from consideration for additional funding.*

B. Technical Requirements

Complete proposals will be reviewed for technical merit based on the criteria found in Attachment B.

C. Review Process

A panel of appropriate staff and outside experts will review the proposals that have passed the initial review. This panel will make recommendations concerning the selection of a proposal for funding. Recommendations to the Commissioner will be submitted in rank order based on Team Scores for each proposal. The final selection is at the discretion of the Commissioner of the Department of Public Health.

Following the final selection, a Personal Service or Human Services Agreement will be developed between the applicant and the Department that details services to be provided, budget and reporting requirements. No financial obligation by the State can be incurred until a contract is fully executed.

VIII. Regulatory Compliance

The applicant is required to be in compliance with any applicable provisions of the Regulations of Connecticut State Agencies, if a current recipient of funding from DPH and with State Non-discrimination and Affirmative Action laws, rules and regulations.

Moreover, in accordance with Section 4a-60 of the Connecticut General Statutes, as amended by Public Act 07-142, Section 9, 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 (including civil unions, per Public Act 07-245, Section 2), national origin, ancestry, sex, mental retardation, mental or physical disability, but not limited to, blindness, 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 or the State of Connecticut.

Also, in accordance with Section 4a-60a of the Connecticut General Statutes, as amended by Public Act 07-142, Section 10, the awardee shall agree and warrant that in performance of this award, he/she 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 the State of Connecticut, and that employees are treated, when employed, without regard to their sexual orientation.

Also, in accordance with Section 46a-81c(1) of the Connecticut General Statutes, as amended by Public Act 07-245, Section 3, the awardee shall agree and warrant that in performance of this award, he/she by him/herself or his/her agent, except in the case of a *bona fide* occupational qualification or need, will not refuse to hire or employ or bar or discharge from employment any individual or discriminate against such person in compensation or in terms, conditions, or privileges of employment, because of the person's sexual orientation or civil union status.

The awardee shall further agree to provide the Commission on Human Rights and Opportunities with 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.

Further, in accordance with the Contract Compliance Regulations of Connecticut State Agencies, **the applicant will be required to complete the Notification To Bidders form and the Workforce Analysis Questionnaire as part of the application process (included in Attachment D).**

IX. Affirmative Action Notice

DPH strongly supports the concept and implementation of affirmative action to overcome the present effects of past discrimination. DPH urges its bidders, suppliers, contractors and awardees to implement affirmative action plans and programs of their own, and hereby notifies all DPH bidders, suppliers, contractors and awardees that DPH 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.

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.

XI. ATTACHMENTS

ATTACHMENT A - Non-Discrimination Provisions for State of Connecticut Contracts*

*Note:

Attachment A is provided for your information only. The forms in this Attachment do not need to be completed for the RFP. These will be used for applicants awarded funding and requested during the contract development process.

The Office of the Attorney General has approved the following nondiscrimination certification forms to assist executive branch agencies in complying with the State of Connecticut's contracting requirements, pursuant to the Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended by Public Act 07-245 and Sections 9 and 10 of Public Act 07-142.

By law, a contractor must provide the State with documentation in the form of a company or corporate policy adopted by resolution of the board of directors, shareholders, managers, members or other governing body of such contractor to support the nondiscrimination agreement and warranty under C.G.S. §§ 4a-60a and 46a-68h.

The first of these forms is designed to be used by corporate or other business entities; the **second is to be used only by individuals** who are to sign and perform contracts with the State in their individual capacity. One or the other of these certifications is required for all State contracts, regardless of type, term, cost, or value.

Pursuant to C.G.S. § 46a-56(b), State agencies may apply to the Commission on Human Rights and Opportunities (CHRO) for a waiver from this requirement when entering into contracts with the entities listed below:

- Municipalities or other political subdivisions of the State;
- Quasi-public State agencies;
- Other state governments (including the District of Columbia);
- The federal government;
- U.S. territories and possessions;
- Federally recognized Indian tribal governments; and
- Foreign governments.

The appropriate certification must be signed by an authorized signatory of the contractor (or, in the case of an individual contractor, by the individual) and submitted to the awarding State agency at the time of contract execution.

The appropriate form is required for all contracts signed on and after June 25, 2007.

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 Connecticut General Statutes:

- (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 Connecticut General Statutes;
 - (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 Connecticut General Statutes.
- (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 Connecticut General Statutes 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.

Nondiscrimination and Affirmative Action Provisions in Contracts of the State and Political Subdivisions Other Than Municipalities. The Contractor agrees to comply with provisions of § 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 Conn. Gen. Stat. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to Conn. Gen. Stat. §§ 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 Conn. Gen. Stat. § 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 Conn. Gen. Stat. § 49-60g.
- (c) For the purposes of this section, “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. 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) 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 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 Conn. Gen. Stat. § 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 such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

NONDISCRIMINATION CERTIFICATION

(By corporate or other business entity regarding support of nondiscrimination against persons on account of their race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex, mental retardation, physical disability or sexual orientation.)

I, Non-Discrimination Provisions for State of CT Contract signer's name, signer's title, of name of entity, an entity lawfully organized and existing under the laws of name of state or commonwealth, do hereby certify that the following is a true and correct copy of a resolution adopted on the ____ day of ____, 20____ by the governing body of name of entity, in accordance with all of its documents of governance and management and the laws of name of state or commonwealth, and further certify that such resolution has not been modified, rescinded or revoked, and is, at present, in full force and effect.

RESOLVED: That name of entity hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

WHEREFORE, the undersigned has executed this certificate this ____ day of ____, 20____.

Signature

Effective June 25, 2007

NONDISCRIMINATION CERTIFICATION

(By individual contractor regarding support of nondiscrimination against persons on account of their race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex, mental retardation, physical disability or sexual orientation.)

I, signer's name, of business address, am entering into a contract (or an extension or other modification of an existing contract) with the State of Connecticut (the "State") in my individual capacity for if available, insert "Contract No. _____"; otherwise generally describe goods or services to be provided. I hereby certify that I support the nondiscrimination agreements and warranties required under Connecticut General Statutes Sections 4a-60(a)(1) and 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

WHEREFORE, I, the undersigned, have executed this certificate this _____ day of _____, 20____.

Signature

Effective June 25, 2007

PRELIMINARY REVIEW TEAM TECHNICAL CRITERIA WORKSHEET
School-Based Tobacco Use Prevention and Cessation Programs

 Applicant

<u>Criteria:</u>	<u>Maximum Points</u>	<u>Bidder's Points</u>
1. The extent to which applicant has demonstrated successful experience providing similar services.	(10)	()
2. The extent to which the applicant demonstrates a need for these services in the school district.	(20)	()
3. The extent to which services to be provided are described clearly and applicant demonstrates a comprehensive approach.	(50)	()
4. The extent to which applicant demonstrates that it is currently successfully implementing a Coordinated School Health approach in its school district.	(20)	()
5. The extent to which letters of support from community providers show evidence of the assistance and collaboration they will provide to the school district in providing these services.	(20)	()
6. The extent to which long-term plans to assure sustainability have been well defined.	(10)	()
7. The extent to which adequate time is allocated to manage the services to be provided. A coordinator will be dedicated to project. The extent to which the profile of staff is clear and adequate to manage the services to be provided.	(20)	()
8. The extent to which a thorough work plan is presented with measurable objectives and specific, appropriate timelines.	(20)	()
9. The extent to which a cost-effective budget is presented which follows eligibility guidelines.	(20)	()
10. The overall competitiveness of the proposal.	(10)	()
TOTAL	(200)	()

PROPOSAL CHECKLIST
School-Based Tobacco Use Prevention and Cessation Programs

Applicant

- (1) An original and six (6) copies of the completed proposal must be postmarked by March 20, 2009. _____

- (2) Format for narrative is in Font Size 12, single-spaced with one-inch margins and narrative is no more than 15 pages. _____

- (3) Proposal is completed on Application Forms included in Attachment D. _____
 - a. Signed Statement of Adherence to Assurances included in proposal. _____

 - b. Completed Notification to Bidders form included in proposal. _____

 - c. Completed Workforce Analysis Questionnaire included in proposal. _____

 - d. Completed Tobacco Industry Funding and Partnership Certification included in proposal. _____

- (4) Resumes provided for all professional staff assigned to this project. _____

- (5) The proposal is signed by an authorized official of the Applicant Organization. _____

- (6) The program cost, estimated number of students served, and estimated cost per student is included in the proposal. _____

- (7) Two letters of support from community providers included in the proposal _____

REQUEST FOR PROPOSAL
RFP # 2009-0924

School-Based Tobacco Use Prevention and Cessation Programs

DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH INITIATIVES BRANCH
Tobacco Use Prevention and Control Program

A. Applicant Information

Applicant Agency: _____
Legal Name

Address

City/Town State Zip Code

Telephone No. FAX No. E-Mail Address

Contact Person: _____ Title: _____

Telephone No: _____

TOTAL PROGRAM COST: \$ _____ ESTIMATED NUMBER OF STUDENTS SERVED: _____

ESTIMATED COST PER STUDENT: \$ _____

I certify that to the best of my knowledge and belief, the information contained in this application is true and correct. The application has been duly authorized by the governing body of the applicant, the applicant has the legal authority to apply for this funding, the applicant will comply with applicable state and federal laws and regulations, and that I am a duly authorized signatory for the applicant.

Signature of Authorizing Official: Date

Typed Name and Title

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

- Full legal name of the organization or corporation as it appears on the corporate seal and as registered with the Secretary of State
• Mailing address
• Main telephone number
• Fax number, if any
• Principal contact person for the application (person responsible for developing application)
• Total program cost

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

B. CONTRACTOR INFORMATION

PLEASE LIST THE AGENCY CONTACT PERSONS RESPONSIBLE FOR COMPLETION AND SUBMITTAL OF:

Contract and Legal Documents/Forms:

Name	Title	Tel. No.
Street	Town	Zip Code
Email		Fax No.

Program Progress Reports:

Name	Title	Tel. No.
Street	Town	Zip Code
Email		Fax No.

Financial Expenditure Reporting Forms:

Name	Title	Tel. No.
Street	Town	Zip Code
Email		Fax No.

Incorporated: YES NO

Agency Fiscal Year:

Type of Agency: Public Private Other:
Explain:

Profit Non-Profit

Federal Employer I.D. Number:

Town Code No:

Medicaid Provider Status: YES NO

Medicaid Number:

Minority Business Enterprise (MBE) : YES NO

Women Business Enterprise (MBE) : YES NO

D. Budget

Budget Justification Schedule

- I. Please provide a brief explanation for each line item listed on the Budget Summary. This must include a detailed breakdown of the components that make up the line item and any calculation used to compute the amount.

***** Please note: If Laboratory Services is a line item or subcontractor, please supply a justification as to why a private laboratory is being used as opposed to the Connecticut State Laboratory.**

- II. For contractors who have subcontracts, a brief description of the purpose of each subcontract must be provided. Use additional sheets as necessary.

Example:

Line Item (Description)	Amount	Justification - Breakdown of Costs
Travel	\$730	1,659 miles @ .44 = \$730.00 outreach workers going to meetings and site visits.

Subcontractor Schedule A--Detail

- I. All subcontractors used by each program must be included, if it is not known who the subcontractor will be, an estimated amount and whatever budget detail is anticipated should be provided. (Submit the actual detail when it is available). A separate subcontractor schedule must be completed for each program included in the contract. For example: The contract is providing both a Needle Exchange program and an AIDS Prevention Education Program and Subcontractor "A" is providing services to both program there must be a separate budget for Subcontractor "A" for each.

II. Detail of Each Subcontractor:

Choose a category below for each subcontract using the basis by which it is paid:

- A. Budget Basis** **B. Fee for Service** **C. Hourly Rate.**

Provide the detail for each subcontract referencing the corresponding program of the contract. Detail must be provided for each subcontractor listed in the Summary.

Example A. Budget Basis

Outreach Educator \$20/hr x 20hrs/wk x 50wks	\$20,000
Travel 590 miles @ .44 cents/mile	260
Supplies	500
Total	\$20,760

Example B. Fee for Service:

Develop and Produce	
500 Videos @ \$10 each	\$5,000
Total	\$5,000

Example C. Hourly Rate:

Quality Assurance Review of 200 Patient Charts	
by Nurse Clinician 200 hours @ \$25/hour	\$5,000
Total	\$5,000

***** Please note: If Laboratory Services is a line item or subcontractor, please supply a justification as to why a private laboratory is being used as opposed to the Connecticut State Laboratory.**

**Subcontractor Schedule A-Detail
#1**

Program:

Subcontractor Name:

Address:

Telephone: () (-)

Select One: **A** Budget Basis **B** Fee-for-Service **C** Hourly Rate

Indicate One: MBE WBE Neither

Line Item	Amount
Total Subcontract Amount:	

#2

Subcontractor Name:

Address:

Telephone: () (-)

Select One: **A** Budget Basis **B** Fee-for-Service **C** Hourly Rate

Indicate One: MBE WBE Neither

Line Item	Amount
Total Subcontract Amount:	

#3

Subcontractor Name:

Address:

Telephone: () (-)

Select One: **A** Budget Basis **B** Fee-for-Service **C** Hourly Rate

Indicate One: MBE WBE Neither

Line Item	Amount
Total Subcontract Amount:	

E. Work plan (make as many blank pages as needed)

Address each element in Section III, C: Services to be Provided

Services to be Provided	Activities	Staff Position(s) Responsible	Expected Outcomes and Measures of Success	Timetable

F. Staffing

Profile of Staff Providing Services as described in Section III, C: Services to be Provided

Please provide the information requested below.

Professional Staff*	Name	Title	Hourly Rate	Assigned to Project: # Hrs/wk
Position 1				
Position 2				
Position 3				
Position 4				
Position 5				
Clerical/ Support Staff:				
Position 1				

***Attach Resumes for all Professional Staff**

G. Contract Compliance: Assurances

Any prospective contractor must agree to adhere to the following conditions and **must positively state such in the proposal. Please read, sign, date and return this statement with your proposal.**

- A. **Conformance with Statutes** - Any contract awarded as a result of this RFP must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.
- B. **Ownership of Proposals** - All proposals in response to this RFP are to be the sole property of the State, and subject to the provisions of Sections 1-19 of the Connecticut General Statutes (Re: Freedom of Information).
- C. **Reports and Information** - The contractor shall agree to supply any information required by DPH: including evaluation and billing information in the time, manner and format directed by DPH.

The contractor shall permit access by properly authorized DPH staff to the contractor's premises, staff and participant and financial records, at any reasonable time.

The right to publish, distribute or disseminate any and all information or reports, or any part thereof, shall accrue to DPH without recourse. The contractor shall maintain written records to substantiate costs incurred under the contract.

- D. **Timing and Sequence** - Timing and sequence of events resulting from this RFP will ultimately be determined by the State.
- E. **Stability of Proposed Prices** - Any price offerings from applicants must be valid for a period of 120 days from the due date of applicant proposals.
- F. **Oral Agreements** - Any alleged oral agreement or arrangement made by an applicant with any agency or employee will be superseded by the written agreement.
- G. **Amending or Canceling Requests** - The State reserves the right to amend or cancel this RFP at its discretion, prior to the due date and time, and/or at any point to the issuance of the written agreement, if it is in the best interests of the agency and the State.
- H. **Rejection for Default or Misrepresentation** - The State reserves the right to reject the proposal of any applicant which is in default of any prior contract or for misrepresentation.

- I. **State's Clerical Errors in Awards** - The State reserves the right to correct inaccurate awards resulting from its clerical errors.
- J. **Rejection of Proposals** - Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
- K. **Applicant Presentation of Supporting Evidence** - An applicant, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the RFP.
- L. **Changes to Proposals** - No additions or changes to the original proposal will be allowed after submittal, unless specifically requested by DPH.
- 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, DPH requires a single point of responsibility and accountability.

The undersigned acknowledges receiving and reading the aforementioned assurances and agrees to these terms and conditions as set forth by the Department of Public Health.

Signature

Date

On behalf of:

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



J. Robert Galvin, M.D., M.P.H.
Commissioner

M. Jodi Rell
Governor

**AFFIRMATIVE ACTION
CONTRACT COMPLIANCE POLICY STATEMENT**

The Department of Public Health is an affirmative action employer, in compliance with all state and federal laws which prohibit discrimination and mandate affirmative action to overcome the present effects of past discrimination. Accordingly, we require that the individuals and organizations with which we do business do not engage in discriminatory practices.

This Department and our contractors shall fully comply with the CONTRACT COMPLIANCE REGULATIONS OF CONNECTICUT STATE AGENCIES, Sections 46a-68j-21 through 46a-68j-43, which establish procedures for evaluating compliance with Connecticut General Statutes, Section 4a-60, the state's nondiscrimination contract provisions. We require our contractors to cooperate with the Connecticut Commission on Human Rights and Opportunities in all activities pertinent to these regulations.

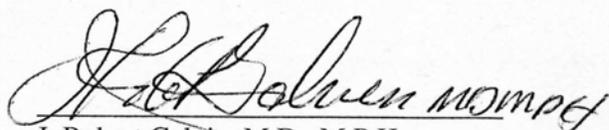
This Department will not knowingly do business with any contractor, subcontractor or supplier of materials who unlawfully discriminates against members of any class protected under state or federal law. Contractors whose overall employment statistics are not reflective of the general employment area may be required to submit evidence of good faith efforts to ensure that their personnel policies and practices do not have a discriminatory impact.

As part of our contract compliance program, bidders, contractors, subcontractors, and suppliers are encouraged to develop and follow a plan of affirmative action to achieve or exceed parity of employment with the applicable labor market. The existence and active administration of voluntary plans will be a factor in deciding contract approvals and the continuation of existing contracts, in accordance with Section 46a-68j-30.

This Department also solicits and encourages the participation of minority business enterprises as bidders, awardees, contractors, suppliers, and subcontractors.

All bidders and contractors shall be notified of this policy, must sign a Notification to Bidders Form, and complete a workforce analysis questionnaire necessary for the contract award process.

17 Sep 04
Date


J. Robert Galvin, M.D., M.P.H.
Commissioner of Public Health



NOTIFICATION TO BIDDERS

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71 (d) and 46a-81i (d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 46a-68j-43 of the Regulations of Connecticut State agencies, which establish a procedure for the awarding of all contracts covered by Sections 4a-60 and 46a-71 (d) of the Connecticut General Statutes.

According to Section 46a-68j-30 (9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority Business Enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to 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.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans ... (2) Hispanic Americans ... (3) Women ... (4) Asian Pacific Americans and Pacific Islanders; or (5) American Indians.” The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21 (11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements.

- a) The bidder’s success in implementing an affirmative action plan;
- b) The bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-18 of the Connecticut General Statutes, inclusive;
- c) The bidder’s promise to develop and implement a successful affirmative action plan;
- d) The bidder’s submission of EEO-1 data indicating the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and,
- e) The bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30 (10) (E) of the Contract Compliance Regulations.

INSTRUCTION: Bidder must sign acknowledgment below line and return acknowledgment to Awarding Agency along with the bid proposal.

The undersigned acknowledges receiving and reading a copy of the “Notification to Bidders” form.

Signature

Date

On behalf of:

WORKFORCE ANALYSIS

Contractor Name:
Address:

Total Number of CT employees:
Full Time: Part Time:

Complete the following Workforce Analysis for employees on Connecticut worksites who are:

Job Categories	Overall Totals (Sum of all cols. male & female)	White (Not of Hispanic Origin)		Black (Not of Hispanic Origin)		Hispanic		Asian or Pacific Islander		American Indian or Alaskan Native		People with Disabilities	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials & Managers													
Professionals													
Technicians													
Office & Clerical													
Craft Workers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
Totals Above													
Totals 1 year Ago													
FORMAL ON-THE-JOB TRAINEES (Enter figures for the same categories as are shown above)													
Apprentices													
Trainees													
EMPLOYMENT FIGURES WERE OBTAINED FROM:						Visual Check:		Employment Records		Other:			

1. Have you successfully implemented an Affirmative Action Plan? YES NO
Date of implementation: _____ If the answer is "No", explain.

1. a) Do you promise to develop and implement a successful Affirmative Action?
 YES NO Not Applicable Explanation:

2. Have you successfully developed an apprenticeship program complying with Sec. 46a-68-1 to 46a-68-18 of the Connecticut Department of Labor Regulations, inclusive: YES NO Not Applicable Explanation:

3. According to EEO-1 data, is the composition of your work force at or near parity when compared with the racial and sexual composition of the work force in the relevant labor market area? YES NO Explanation:

4. If you plan to subcontract, will you set aside a portion of the contract for legitimate minority business enterprises?
 YES NO Explanation:

Contractor's Authorized Signature

Date

School-Based Tobacco Use Prevention and Cessation Programs

**State of Connecticut
Department of Public Health**

Tobacco Use Prevention and Control Program

Tobacco Industry Funding and Partnership Certification

I, _____ certify that _____ has not
(District)
received funding or engaged in partnerships, either formal or informal, with any
Tobacco Company within the last three (3) years.

The above-mentioned agency will not accept funding nor engage in partnerships
with any Tobacco Company during the contract period, should we be awarded funds
from the CT Department of Public Health, Tobacco Use Prevention and Control
Program.

Contractor's Authorized Signature

Date