

PROCUREMENT NOTICE

RFP# 2011-0906
Women's Healthy Heart Program

The State of Connecticut Department of Department of Public Health is seeking proposals to fund a Connecticut municipality, local health department or local health district to develop and conduct healthy lifestyle programs for women. The programs must address modifiable risk factors for heart disease and stroke for women and include the following heart disease and stroke prevention priorities established by the Centers for Disease Control and Prevention: controlling high blood pressure (HBP); controlling high cholesterol (HBC); recognition of signs and symptoms of heart attack and stroke and the importance of calling 9-1-1; and reducing other heart disease and stroke risk factors (tobacco use, diabetes, physical inactivity, and/or poor nutrition, etc.).

The Request For Proposals is available in electronic format on the State Contracting Portal at http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp or from the Department's

Official Contact:

Name: Gary St. Amand, Health Program Associate
Address: Connecticut Department of Public Health
Heart Disease and Stroke Prevention Program
410 Capitol Avenue, MS# 11APV
PO Box 340308
Hartford, CT 06134-0308
Phone: 860-509-7581
Fax: 860-509-7853
E-Mail: gary.stamand@ct.gov

The RFP is also available on the Department's website at <http://www.ct.gov/dph/rfp>. A printed copy of the RFP can be obtained from the Official Contact upon request. **The deadline for submissions has been extended.** **The deadline for submission of proposals is no later than 4:00 p.m. on August 27, 2010.**

TABLE OF CONTENTS

*Below is an outline of this Request For Proposal. The outline presents the standard structure of all RFPs for POS: meaning, the same sections and subsections appear in all RFPs for POS; in other words, they are identically organized. The subsections of **Section II** are standard and their contents are the same for all RFPs for POS; they do not vary. The subsections of **Sections I, III, IV, and V** are standard, but their contents vary by RFP, depending on the Department's procurement requirements.*

	Page
Procurement Notice	1
Section I — GENERAL INFORMATION	3
A. Introduction	3
B. Abbreviations / Acronyms / Definitions	3
C. Instructions	4
D. Proposal Format	7
E. Evaluation of Proposals	8
Section II — MANDATORY PROVISIONS	11
A. POS Standard Contract, Parts I and II	11
B. Assurances	11
C. Terms and Conditions	12
D. Rights Reserved to the State	13
E. Statutory and Regulatory Compliance	14
Section III — PROGRAM INFORMATION	16
A. Department Overview	16
B. Program Overview	16
C. Main Proposal Components	17
D. Cost Proposal Components	19
Section IV — PROPOSAL OUTLINE	21-22
A. Cover Sheet	
B. Table of Contents	
C. Declaration of Confidential Information	
D. Conflict of Interest – Disclosure Statement	
E. Executive Summary	
F. Main Proposal	
G. Cost Proposal	
H. Appendices	
Section V — APPLICATION FORMS	23
Section VI — ATTACHMENTS	37

I. GENERAL INFORMATION

This section of the RFP provides general information about the Department's procurement and, most importantly, gives instructions to proposers and prospective proposers about how to comply with the RFP process and how to submit an acceptable proposal for review. Failure to comply with the RFP process or instructions may deem a proposal non-responsive and subject to rejection without further consideration. The subsections of Section I are standard, but their contents vary by RFP, depending on the Department's procurement requirements.

■ A. INTRODUCTION

1. **RFP Name or Number.** Women's Healthy Heart Program, RFP # 2011-0906
2. **Summary.** The purpose of this RFP is to fund a Connecticut municipality, local health department or local health district to develop and conduct healthy lifestyle programs for women. The programs must address modifiable risk factors for heart disease and stroke for women and include the following heart disease and stroke prevention priorities established by the Centers for Disease Control and Prevention: controlling high blood pressure (HBP); controlling high cholesterol (HBC); recognition of signs and symptoms of heart attack and stroke and the importance of calling 9-1-1; and reducing other heart disease and stroke risk factors (tobacco use, diabetes, physical inactivity, and/or poor nutrition, etc.).
3. **Synopsis (Optional).** N/A
4. **Commodity Codes.** The services that the Department wishes to procure through this RFP are as follows:
 - 1000 Heart Disease Prevention or Control Services

■ B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
CVD	Cardiovascular Disease
CDC	Centers for Disease Control and Prevention
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
CT	Connecticut
DAS	Department of Administrative Services (CT)
DPH	Department of Public Health (CT)
FOIA	Freedom of Information Act (CT)
HDSP	Heart Disease and Stroke Prevention Program
HBC	High Blood Cholesterol
HBP	High Blood Pressure
IRS	Internal Revenue Service (US)
LOI	Letter of Intent
OAG	Office of the Attorney General
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
POS	Purchase of Service
P.A.	Public Act (CT)
RFP	Request For Proposal
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

- *contractor*: a private provider organization, CT State agency, or municipality that enters into a POS contract with the Department as a result of this RFP
- *proposer*: a private provider organization, CT State agency, or municipality that has submitted a proposal to the Department in response to this RFP
- *prospective proposer*: a private provider organization, CT State agency, or municipality that may submit a proposal to the Department in response to this RFP, but has not yet done so
- *subcontractor*: an individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific health or human service as part of a POS contract with the Department as a result of this RFP

■ C. INSTRUCTIONS

1. **Official Contact.** The Department has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Department employee(s) (including appointed officials) or personnel under contract to the Department about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Gary St. Amand, Health Program Associate
 Address: Connecticut Department of Public Health
 Heart Disease and Stroke Prevention Program
 410 Capitol Avenue, MS# 11APV
 PO Box 340308
 Hartford, CT 06134-0308
 Phone: 860-509-7581
 Fax: 860-509-7853
 E-Mail: gary.stamand@ct.gov

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

2. **RFP Information.** The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- Department's RFP Web Page
<http://www.ct.gov/dph/rfp>
- State Contracting Portal
http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp

It is strongly recommended that any proposer or prospective proposer interested in this procurement subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing procurements and addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

Printed copies of all documents are also available from the Official Contact upon request.

3. **Contract Awards.** The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Department. The Department anticipates the following:

- Total Funding Available: \$120,000
- Number of Awards: One
- Contract Cost: \$40,000 each year. A fifty percent match will be required.
- Contract Term: January 1, 2011 to June 30, 2013.

4. **Eligibility.** Municipalities, local health departments and local health districts are eligible to submit proposals in response to this RFP. Local Health districts applying on behalf of the municipalities they represent must provide a letter of concurrence from the Board of Health documenting that this is a coordinated effort.

Applicants may utilize sub-contractors to provide specialized medical and health education services pending review and approval by the DPH during the contract negotiation phase after notice of award.

5. **Minimum Qualifications of Proposers.** To qualify for a contract award, a proposer must have the following minimum qualifications:

Only Connecticut municipalities, local health departments or local health districts are eligible to apply. In addition, a fifty percent match is required.

6. **Procurement Schedule.** See below. Dates after the due date for proposals ("Proposals Due") are target dates only (*). The Department may amend the schedule, as needed. Any change will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and, if available, the Department's RFP Web Page.

- RFP Released: June 25, 2010
- Letter of Intent Due: July 23, 2010
- Deadline for Questions: July 30, 2010
- Answers Released (Round 1): August 5, 2010
- RFP Conference: N/A
- Proposals Due: August 27, 2010
- (*) Proposer Selection: September 23, 2010
- (*) Start of Contract Negotiations: October 15, 2010
- (*) Start of Contract: January 1, 2011

7. **Letter of Intent.** A Letter of Intent (LOI) must be submitted by Friday, July 23, 2010 to department contact listed in Section I.C.1. A Letter of Intent (LOI) is required by this RFP. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by US mail, fax, or e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number, fax number, and e-mail address. It is the sender's responsibility to confirm the Department's receipt of the LOI. Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.

8. **Inquiry Procedures.** All questions regarding this RFP or the Department's procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Department may or may not respond to questions received after the deadline. The Department reserves the right to answer questions only from those who have submitted a

Letter of Intent. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such. The agency will release the answers to questions on the date(s) established in the Procurement Schedule. The Department will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Department's RFP Web Page.

9. RFP Conference. An RFP conference will not be held to answer questions from prospective proposers.

10. Deadline for Questions. Questions regarding the RFP should be emailed to Gary St. Amand at gary.stamand@ct.gov by Friday, July 30, 2010. A compilation of questions and responses will be emailed on Thursday, August 5, 2010 to all applicants that have submitted a letter of intent.

11. Proposal Due Date and Time. The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time:

- Due Date: **August 27, 2010**
- Time: **4:00 p.m.**

Faxed or e-mailed proposals will not be evaluated. When hand-delivering proposals by courier or in person, allow extra time due to building security procedures. The Department will not accept a postmark date as the basis for meeting the submission due date and time. Proposals received after the due date and time may be accepted by the Department as a clerical function, but late proposals will not be evaluated. At the discretion of the Department, late proposals may be destroyed or retained for pick up by the submitters.

An acceptable submission must include the following:

- one (1) original proposal;
- five (5) conforming copies of the original proposal; and
- one (1) conforming electronic copy of the original proposal.

The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned proposals will not be evaluated. The original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee. The electronic copy of the proposal must be compatible with Microsoft Office Word. For the electronic copy, required forms and appendices may be scanned and submitted in Portable Document Format (PDF) or similar file format.

12. Multiple Proposals. The submission of multiple proposals is not an option with this procurement.

13. Declaration of Confidential Information. Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL. In Section C of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

14. Conflict of Interest - Disclosure Statement. Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Department will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

■ D. PROPOSAL FORMAT

1. **Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.
2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must complete and use the Cover Sheet form provided by the Department in Section V.1 – Application Forms.
3. **Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline. (See Section IV.)
4. **Executive Summary.** Proposals must include a high-level summary, not exceeding 2 (two) pages, of the main proposal and cost proposal.
5. **Main Proposal.** Proposals must address the evaluation criteria detailed in Section I.E.4. The Maximum number of pages is not to exceed 10 (ten).
6. **Attachments.** Attachments other than the required Appendices or Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.
7. **Style Requirements.** Submitted proposals must conform to the following specifications:
 - Binding Type: None specified
 - Dividers: None specified
 - Paper Size: 8.5 X 11 inch
 - Page Limit: Narrative section of the proposal must be limited to ten pages not including references and attachments.
 - Print Style: 2-sided
 - Font Size: 12 pitch
 - Font Type: Arial or Times New Roman
 - Margins: 1"
 - Line Spacing: Double spaced
8. **Pagination.** The proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.

- 9. Packaging and Labeling Requirements.** All proposals must be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the proposer must appear in the upper left corner of the envelope or package. The RFP Name or Number must be clearly displayed on the envelope or package. Any received proposal that does not conform to these packaging or labeling instructions will be opened as general mail. Such a proposal may be accepted by the Department as a clerical function, but it will not be evaluated. At the discretion of the Department, such a proposal may be destroyed or retained for pick up by the submitters.

■ E. EVALUATION OF PROPOSALS

- 1. Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Department will conform with its written procedures for POS procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85).
- 2. Screening Committee.** The Department will designate a Screening Committee to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Screening Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Screening Committee may result in disqualification of the proposer.
- 3. Minimum Submission Requirements.** All proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) follow the required Proposal Outline; and (4) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any proposal that deviates significantly from the requirements of this RFP.
- 4. Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Screening Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighted according to their relative importance. The weights are disclosed below.
 - **Organizational Profile (Weight 10)**
 - The extent to which the applicant has demonstrated successful experience providing similar services.*
 - The extent to which the applicant has described successful experience in providing health promotion projects that target disease risk factors.*
 - The extent to which the applicant has described the staffing utilized, the types of promotion and the populations targeted.*
 - The extent to which the applicant has described successful experience in developing a local community network/coalition to address health issues.*
 - The extent to which the applicant has described the health disparities within the applicant's geographical area and how the applicant plans to address them.*
 - The extent to which the applicant has provided two references (with their telephone numbers) who may be contacted to support the description of successful experience in providing these services.*
 - **Scope of Services (Weight 15)**
 - The extent to which the proposal describes a plan to implement strategies from the local community assessment or documentation of needs utilizing feedback from the local community network/coalition which include HDSP priorities (controlling high blood pressure and high blood cholesterol, recognition*

of signs and symptoms of heart attack and stroke and the importance of calling 9-1-1, and reducing other heart disease and stroke risk factors).

The extent to which the applicant describes how they will implement strategies from the plan to promote healthy heart lifestyles in women and the sustainability of the project.

- **Staffing Plan (Weight 10)**

The extent to which the applicant has described the profile of staff that will be working on this project to clearly and adequately manage the services to be provided.

The extent to which the applicant has described the provision of adequate time allocated to provide and manage the services.

The extent to which the applicant has described the experience and resumes for staff dedicated to the project that have adequate qualifications compatible with the project requirements.

The extent to which the applicant has described the amount of staff time dedicated to the project.

The extent to which the applicant has described the resources available to the staff for managing the services to be provided.

- **Data and Technology (Weight 10)**

The extent to which the applicant has described need for services as described in the method for implementing a community assessment or documenting the need for a women's healthy heart project based on local epidemiological data.

- **Subcontractors (Weight 5)**

The extent to which any subcontractors included in the proposal meet the qualifying criteria for eligibility to participate in this RFP (Section I.C.4).

The extent to which the legal name, address, FEIN, contact person, title, phone, email, Fax, oversight, services and cost and term are provided.

- **Work Plan (Weight 35)**

The extent to which the applicant has described a thorough work plan with measurable objectives and specific, appropriate timelines.

The extent to which the applicant has described the approach used in developing the proposed plan, including the development of measurable objectives, timeline, and budget for the proposal.

The extent to which the applicant has described how a local community network/coalition to promote healthy lifestyles in women will be developed or enhanced.

The extent to which the applicant has described the roles of coalition participants and how their input will be incorporated into the plan and implementation strategies.

The extent to which the applicant's hours of operation are suitable to the services required in this project.

- **Preference will be given to applicants that can demonstrate sustainability of the project upon cessation of funding.**

- **Financial Profile - N/A**

- **Budget and Budget Narrative (Weight 15)**

The extent to which the applicant has described a cost effective budget which follows eligibility guidelines and fiscal competitiveness of the proposal using the forms provided in this RFP.

The extent to which the applicant has described the detailed budget and narrative using the budget forms for the period from January 1, 2011 to June 30, 2011 and for the years July 1, 2011 to June 30, 2012 and July 1, 2012 to June 30, 2013.

The extent to which the applicant has described the fifty(50%) match for the grant. (Matching may be provided in the form of funding or staff time, however, state or federally supported funds may not be used toward the match).

- **Appendices - N/A**

Note: As part of its evaluation of the Staffing Plan, the Screening Committee will consider the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

5. **Proposer Selection.** Upon completing its evaluation of proposals, the Screening Committee will submit the rankings of all proposals to the Department head. The final selection of a successful proposer is at the discretion of the Department head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Pursuant to Governor M. Jodi Rell's Executive Order No. 3, any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and proposer selection process.
6. **Debriefing.** Within ten (10) days of receiving notification from the Department, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Department to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Department will schedule and hold the debriefing meeting within fifteen (15) days of the request. The Department will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
7. **Appeal Process.** Proposers may appeal any aspect the Department's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Department head. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after an agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the Department to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.
8. **Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Department's contracting procedures, which may include approval by the Office of the Attorney General.

II. MANDATORY PROVISIONS

■ A. POS STANDARD CONTRACT, PARTS I AND II

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract" for POS:

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, quality assurance, reports, terms of payment, budget, and other program-specific provisions of any resulting POS contract. A sample of Part I is available from the Department's Official Contact upon request.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the POS contract. Part II is available on OPM's website at: http://www.ct.gov/opm/fin/standard_contract

Note:

Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations. If a proposer is awarded an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of \$100,000 or more, the proposer must inform the proposer's principals of the contents of the SEEC notice.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected proposer (contractor), and, if required, the Attorney General's Office. Part II of the standard contract may be amended only in consultation with, and with the approval of, the Office of Policy and Management and the Attorney General's Office.

■ B. ASSURANCES

By submitting a proposal in response to this RFP, a proposer implicitly gives the following assurances:

1. **Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.
2. **State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Department may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.
3. **Competitors.** The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.

4. **Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Department may include the proposal, by reference or otherwise, into any contract with the successful proposer.
5. **Press Releases.** The proposer agrees to obtain prior written consent and approval of the Department for press releases that relate in any manner to this RFP or any resultant contract.

■ C. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
2. **Preparation Expenses.** Neither the State nor the Department shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
3. **Exclusion of Taxes.** The Department is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.
4. **Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
5. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Department may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Department, and at the proposer's expense.
6. **Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Department. The Department may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Department. At its sole discretion, the Department may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
7. **Presentation of Supporting Evidence.** If requested by the Department, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Department may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Department may also check or contact any reference provided by the proposer.
8. **RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Department and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability

for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Department and, if required, by the Attorney General's Office.

■ **D. RIGHTS RESERVED TO THE STATE**

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the State:

1. **Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Department.
2. **Amending or Canceling RFP.** The Department reserves the right to amend or cancel this RFP on any date and at any time, if the Department deems it to be necessary, appropriate, or otherwise in the best interests of the State.
3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.
4. **Award and Rejection of Proposals.** The Department reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
5. **Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.
6. **Contract Negotiation.** The Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from proposers. The Department may set parameters on any BFOs received.
7. **Clerical Errors in Award.** The Department reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.
8. **Key Personnel.** When the Department is the sole funder of a purchased service, the Department reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Department also reserves the right to approve replacements for key personnel who have terminated employment. The Department further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Department.

■ E. STATUTORY AND REGULATORY COMPLIANCE

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:

1. **Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.
2. **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
3. **Consulting Agreements, C.G.S. § 4a-81.** Proposals for State contracts with a value of \$50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall include a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms
IMPORTANT NOTE: A proposer must complete and submit OPM Ethics Form 5 to the Department with the proposal.
4. **Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If a proposer is awarded an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the proposer must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms
IMPORTANT NOTE: The successful proposer must complete and submit OPM Ethics Form 1 to the Department prior to contract execution.
5. **Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a proposer is awarded an opportunity to negotiate a contract, the proposer must provide the Department with *written representation* or *documentation* that certifies the proposer complies with the State's nondiscrimination

agreements and warranties. A nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM’s website at http://www.ct.gov/opm/fin/nondiscrim_forms

IMPORTANT NOTE: The successful proposer must complete and submit the appropriate nondiscrimination certification form to the awarding Department prior to contract execution.

III. PROGRAM INFORMATION

A. DEPARTMENT OVERVIEW:

The Connecticut Department of Public Health (DPH) is the state's leader in public health policy and advocacy. The agency is the center of a comprehensive network of public health services, and is a partner to local health departments for which it provides advocacy, training and certification, technical assistance and consultation, and specialty services such as risk assessment that are not available at the local level. The agency is a source of accurate, up-to-date health information to the Governor, the Legislature, the federal government and local communities. This information is used to monitor the health status of Connecticut's residents, set health priorities and evaluate the effectiveness of health initiatives. The agency is a regulator focused on health outcomes, maintaining a balance between assuring quality and administrative burden on the personnel, facilities and programs regulated.

Mission Statement for the CT Department of Public Health

To protect and improve the health and safety of the people of Connecticut by:

- Assuring the conditions in which people can be healthy;
- Promoting physical and mental health, and
- Preventing disease, injury, and disability.

Purchase of Service Overview

The overall goal of competitive procurement is to achieve an open, transparent, fair contracting process that encourages competition and helps achieve cost-effective, standardized contracts/processes and enhances and achieves accountability by and among contractors. DPH does not currently issue consolidated contracts thereby eliminating the need to unbundle services in order to solicit competition. DPH generally issues multiple contracts within service groups with uniform starting dates conforming to the start of the financial fiscal year of the funding source. It is therefore logical to initiate competition for an entire service group when possible.

B. PROGRAM OVERVIEW:

Pursuant to Public Act 07-1, House Bill 8001, Section 59, The Department of Public Health will solicit competitive proposals to provide a grant to a municipality, local health department or local health district in Connecticut for a Women's Healthy Heart program for the promotion of healthy lifestyles in women. The grant will require a fifty percent match. One qualified applicant will be awarded \$40,000 each year for a three-year period pending satisfactory program performance. The program must address modifiable risk factors for heart disease and stroke for women and the following HDSP priorities established by the CDC:

- Controlling high blood pressure (HBP);
- Controlling high blood cholesterol (HBC);
- Recognition of signs and symptoms of heart attack and stroke and the importance of calling 9-1-1; and
- Reducing other heart disease and stroke risk factors (tobacco use, diabetes, physical inactivity, and/or poor nutrition, etc.).

Heart disease and stroke are the number one and number three leading causes of death in the nation and in Connecticut. Coronary heart disease is the leading cause of death for American women. Nearly twice as many women in the United States die of heart disease, stroke and other cardiovascular diseases as from all forms of cancer, including breast cancer. Twenty-three percent of women will die within one year after having a heart attack. Within six years of having a heart attack, about 46 percent of women become disabled with heart failure. Two-thirds of women who have a heart attack fail to make a full recovery.

Risk factors such as high blood pressure, high blood cholesterol, overweight, physical inactivity and diabetes that lead to heart disease can be modified and controlled. Research shows that more than 95 percent of those who die from heart disease have at least one of these major risk factors and that having just one risk factor doubles a

woman's chance of developing heart disease. Having two risk factors increase the chance of developing heart disease fourfold. Having three or more risk factors increases the chance more than tenfold.

Once a woman reaches menopause, her risks of heart disease and heart attack increase dramatically. One in eight women between the ages of 45 and 64 has some form of heart disease, and this increases to one in four women over 65. Women of color have higher rates of some risk factors. More than 85 percent of African American women in midlife are overweight or obese, while 52 percent have high blood pressure, and 14 percent have been diagnosed with diabetes. Among Hispanic women in midlife, 78 percent are overweight or obese, while more than 10 percent have been diagnosed with diabetes.

Approximately 55% of all Connecticut resident cardiovascular disease (CVD) deaths in Connecticut in 2002 were female. In Connecticut, only 13 percent of adults know all the proper heart attack signs and only 19 percent know all the proper stroke signs.

Physical inactivity is a risk factor for heart disease and indirectly increases the risk of stroke. Heart disease is almost twice as likely to develop in inactive people than in those who are more active. Inactivity and poor nutrition often leads to weight gain, increasing the risk for heart disease and stroke. About 50% of Connecticut adult women report physical inactivity, defined as less than 30 minutes of moderate activity at least five days a week.

High blood pressure is a major risk factor for heart attack and the most important risk factor for stroke. About 41% of African American women report high blood pressure compared with 23% of white women in Connecticut. Among older individuals, women are more likely than men to develop high blood pressure. Women have an increased risk of developing high blood pressure if they are obese, have a family history of high blood pressure, are pregnant, take certain types of birth control pills or have reached menopause. African-American women have higher blood pressure levels compared to Caucasian women.

High blood cholesterol is also a major risk factor for heart disease and also increases the risk of stroke. About 15% of Connecticut women report never having had their blood cholesterol checked, and among those women who have ever had it checked, 32% reported being told that their blood cholesterol was high. Women tend to have higher cholesterol than men from age 55 on. Research has also shown that low levels of high-density lipoprotein (HDL) cholesterol seem to be a stronger risk factor for women than men.

The more risk factors a woman has, the greater her risk of having a heart attack or stroke. Some risk factors, such as age, gender, family history and previous cardiac events are beyond control, but many risk factors can be modified, treated or controlled through lifestyle changes. This RFP is intended to fund municipalities that address the modifiable risk factors for heart disease and stroke mentioned above.

■ C. MAIN PROPOSAL COMPONENTS

1. Organizational Requirements:

Applicants must be Connecticut municipalities, health departments or health districts.

a. Applicant Contact Information

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

b. Applicant Agency 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. Legal Status of Agency:

Please indicate whether or not the agency is incorporated, the type of agency applying for funding, the fiscal year for the applicant agency, the agency's federal employer ID number and/or town code number, the applicant's Medicaid provider status and Medicaid number, if any, and if the applicant agency is registered as a Connecticut Minority Business Enterprise and/or Women Business Enterprise.

d. Applicant Concurrence:

Local Health districts applying on behalf of the municipalities they represent must provide a letter of concurrence from the Board of Health documenting that this is a coordinated effort.

2. Service Requirements:

The contractor must provide the following services and the contractor's approach must be addressed in the proposal:

- a. Develop, or enhance an existing, local community network/coalition to promote healthy heart lifestyles for women.
- b. Conduct a community assessment of resources and needs or document the need for a women's healthy heart project based on local epidemiological data.
- c. Utilizing feedback from the local community network/coalition, develop a plan to implement strategies to promote healthy lifestyles for women. Strategies must include the following HDSP priorities:
 - Controlling high blood pressure (HBP);
 - Controlling high blood cholesterol (HBC);
 - Recognition of signs and symptoms of heart attack and stroke and the importance of calling 9-1-1; and
 - Reducing other heart disease and stroke risk factors (e.g. tobacco use, diabetes, physical inactivity, and/or poor nutrition, etc.).
- d. Implement strategies from the plan to promote healthy heart lifestyles in women.

Applicants may propose to use existing program designs or evidence based curricula from sources such as the Centers for Disease Control and Prevention (CDC), Connecticut Association of Directors of Health, the American Heart Association, the American Stroke Association, or other organizations and agencies that promote cardiovascular health. Innovative and creative proposals that address health disparities will be given priority.

The deliverables to be provided must be detailed in the narrative in the Main Proposal and in the Work Plan Attachment V.4 Application Form.

Further links for heart disease and stroke can be found at the Department of Public Health website for the Heart Disease and Stroke Prevention Program:

<http://www.ct.gov/dph/cwp/view.asp?a=3135&q=387022&dphPNavCtr=|#47042>.

3. Staffing Requirements:

The proposal must describe the staff to be assigned or hired to the 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 assigned to this project on the form included in Staff Profile Attachment V.5. Resumes for the program manager (four page limit) and all other professional staff assigned to this project must be provided (exemption: staff yet to be hired).

4. Data and Technology Requirements:

Performance measures will be provided by the HDSP. Regular narrative reports defined by the HDSP will be required of the contractor.

5. Subcontractor Requirements:

The applicant will provide the legal name, address, FEIN, contact person, title, phone, email, Fax information of subcontractors if applicable and available at time of application. Narrative must include oversight by applicant and services to be provided. Budget information concerning staffing, hours and resources must be provided on DPH expenditure forms. If not available at time of application, an estimate can be provided and details will be negotiated during contract development after notice of award.

6. Workplan:

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 V.4. The work plan must be consistent with the RFP and the project's goals and objectives and reflect the time period for the grant.

7. Deliverables:

In the course of providing the required services of this contract, several documents must be produced and delivered immediately upon completion to the DPH Project Manager for approval. 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 workplan described in Section I.E.4 of this RFP (workplan form is included as Attachment V.4). A payment schedule will be determined by the DPH.

- a. Progress reports submitted quarterly;
- b. Expenditure reports submitted quarterly;
- c. An updated list of partners in local network/coalition and documentation of any meetings;
- d. A community assessment tool for review and approval by the DPH;
- e. Summary and analysis of assessment tool results;
- f. A plan for implementation of activities and strategies for promotion of heart healthy lifestyles for women in the applicant's geographical area reflecting the CDC priorities outlined in Section III.C.2;
- g. Curriculum used for classes performed through this contract; and
- h. Final report to include summary of post-implementation assessment results with evaluation, and plan of sustainability of strategies.

D. COST PROPOSAL COMPONENT**1. Financial Requirements:**

The proposal must contain an itemized budget with justification for each line item on the budget forms included in the Application in Attachment V.3. 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.**

State and federal funds cannot be used toward the required 50% match. Documentation of the match must be provided. The match may consist of in-kind support such as resources or personnel, or may be a cash match.

Applicants must determine the rate for indirect costs. **However, indirect costs at or below 15% will be looked upon more favorably during the proposal review process.**

Where subcontractors are proposed, the subcontractor must meet the qualifying criteria described on page 1 of the RFP (Eligibility). The selected Contractor must provide DPH with four copies of the subcontract. 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.**

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.

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

Payments will be determined by the DPH.

2. Budget Requirements:

Contract funding levels will be negotiated during contract development to reflect the grant period and available funding. The three-year period of award will be from January 1, 2011 to June 30, 2013. The total amount available is \$120,000.

IV. PROPOSAL OUTLINE

*This section presents the **required** outline that must be followed when submitting a proposal in response to this RFP. Proposals must include a Table of Contents that exactly conforms with the required proposal outline (below). Proposals must include all the components listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete proposals will not be evaluated. While the proposal outline is standard, the information requested from proposers will vary by RFP, depending of the Department's procurement requirements.*

	Page
A. Cover Sheet	1
B. Table of Contents	2
C. Declaration of Confidential Information	Etc.
D. Conflict of Interest - Disclosure Statement	
E. Executive Summary (Two Page Maximum)	
F. Main Proposal (Ten Page Maximum)	
1. Organizational Profile	
a. Applicant contact Information	
b. Applicant Agency Information	
c. Legal Status of Agency	
d. Applicant Concurrence	
2. Scope of Services	
3. Staffing Plan	
4. Data and Technology	
5. Subcontractors	
6. Work Plan	
7. Deliverables	
8. Budget Narrative	
H. Appendices	
1. Applicant Concurrence	
2. Résumés of Professional Staff	
I. Application Forms	
1. Cover Sheet/Applicant Information	
2. Contractor Information	
3. Budget Forms and Instructions	
4. Work Plan Form	
5. Staffing Profile	
6. Workforce Analysis	
7. Notification to Bidders	

- J. **Attachments.**
- 1. **Contract Compliance Policy Statement**
- 2. **Non-Discrimination Certification**
- 3. **Website Resources**

APPLICATION FORMS**COVER SHEET**

**REQUEST FOR PROPOSAL
RFP # 2011-0906
Women's Healthy Heart Program
DEPARTMENT OF PUBLIC HEALTH
Public Health Initiatives Branch**

1. 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: \$ _____

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
- E-mail address
- 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.

2. 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

Women Business Enterprise (MBE): YES NO

3. Budget Forms and Instructions

A. Instructions Budget Summary 1**I. Personnel** (lines #1 - #5) each person funded:

- a) Name of person & Title
- b) Hourly rate, # hours working per week, and # of weeks. (calculate)
- c) Fringe benefit rate. (calculate)

Example:

1. Name & Position: John Smith, Coordinator	
Calculation: \$25.00 hr X 35hrs X 45wks	\$39,375
Fringe Benefit: 26%	\$10,238

II. Line #11 **Contractual (Subcontracts)** provide the total of all subcontracts and complete Subcontractor Schedule.**III.** Lines #6 - #13 complete categories as appropriate,**IV.** Line # 14: Other Expenses are any other types of expense that do not fit into the categories listed.

For example: Equipment (purchasing a computer at a cost of \$1,500). Please note that the state's definition of equipment is tangible personal property with a normal useful life of at least one year and a value of at least \$2,500 or more.

V. *Audit Costs.** the cost of audits made in accordance with OMB Circular A133 (Federal Single Audit) are allowable charges to Federal awards. The cost of State Single Audits (CGS 4-23 to 4-236) are allowable charges to State awards. Audit costs are allowable to the extent that they represent a pro-rata share of the cost of such audit. Audit costs charged to Department of Public Health contracts **must be budgeted, reported and justified as an audit cost line item within the Administrative and General Cost category.**

VI. Line Item #15 **Administrative and General Costs**, these are defined as those costs that have been incurred for the overall executive and administrative offices of the organization or other expenses of a general nature that do not relate solely to any major cost objective of the overall organization. Examples of A&G costs include salaries of executive directors, administrative & financial personnel, accounting, auditing, management information systems, proportional office costs such as building occupancy, telephone, equipment, and office supplies. Please review the OPM website on Cost Standards for more information at: <http://www.ct.gov/opm/cwp/view.asp?a=2981&q=382994>.

VII. Administrative and General Costs must be itemized on the Budget Justification Schedule. Costs that have a separate line item in the Budget Summary may not be duplicated as an Administrative and General Cost. For example, if the Budget Summary includes an amount for telephone costs, this cannot also be included as an Administrative and General Cost.

VIII. Other Income list any other program income such as in-kind contributions, fees collected, or other funding sources and include brief explanation on Budget Justification.

IX. 2 Year Contracts: 2 sets of budget forms have been provided. Please do a full budget for each year of the contract, clearly indicating the year on each form. Assume level funding for the second year.

Note: If space allowed is not sufficient for large or complex subcontract budgets, the Budget Summary format may be copied and used instead.

B. Budget Justification Schedule B

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.

C. 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	

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.**

Category	Amount
Personnel:	
1) Name & Position: _____ , _____	
Calculation:	
Fringe Benefit: _____ %	
2) Name & Position: _____ , _____	
Calculation:	
Fringe Benefit: _____ %	
3) Name & Position: _____ , _____	
Calculation:	
Fringe Benefit: _____ %	
4) Name & Position: _____ , _____	
Calculation:	
Fringe Benefit: _____ %	
5) Name & Position: _____ , _____ :	
Calculation:	
Fringe Benefit: _____ %	
6) Travel _____ per mile X _____ miles	
7) Training	
8) Educational Materials	
9) Office Supplies	
10) Medical Materials	
11) Contractual (Subcontracts)***	
12) Telephone	
13) Advertising	
14) Other Expenses (List Below)	
a)	
b)	
c)	
d)	
e)	
f)	
15) Administrative and General Costs	
Total DPH Grant	
Other Program Income:	

*** Complete Subcontractor Schedule A

**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:	

4. Work Plan (make as many blank pages as needed)

Deliverables	Activities	Staff Position(s) Responsible	Timeframe for Completion

5. Staffing Profile

Profile of staff providing services (see Section E of this RFP). 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				
Clerical/ Support Staff:				
Position 1				
Position 2				

***Attach résumés and job descriptions for all Professional Staff in Appendix Section**

6. 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:			

- 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

7. 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:

J. ATTACHMENTS

The following attachments are for your information only. The first two attachments will be used for applicants awarded funding and will be requested during the contract development process. The third attachment is provided for resource purposes.

- A. Contract Compliance Policy Statement**
- B. Nondiscrimination Certification**
- C. Website Resources**

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



PHONE: (860) 509-7101 FAX: (860) 509-7111
410 CAPITOL AVENUE - MS#13COM, P.O. BOX 340308, HARTFORD, CONNECTICUT 06134-0308
Affirmative Action/Equal Employment Opportunity Employer



**STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION – Representation By Entity
For Contracts Valued at Less Than \$50,000**

Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut **valued at less than \$50,000 for each year of the contract**. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

REPRESENTATION OF AN ENTITY:

I, _____, _____ of _____,
Authorized Signatory Title Name of Entity

an entity duly formed and existing under the laws of _____,
Name of State or Commonwealth

represent that I am authorized to execute and deliver this representation on behalf of

_____ and that _____
Name of Entity Name of Entity

has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

Authorized Signature

Date

Printed Name

WEBSITE RESOURCES

1. The American Diabetes Association:
<http://www.diabetes.org/home.jsp>
A comprehensive website on diabetes including information on local programs and events, professional and patient information as well as a bookstore for purchasing diabetes information.
2. The American Heart Association (AHA):
<http://www.americanheart.org/presenter.jhtml?identifier=1200000>
A comprehensive website on heart disease, risk factors, health programs, and resources.
3. The Centers for Disease Control and Prevention (CDC):
<http://www.cdc.gov/DHDSP/>
The CDC Heart Disease and Stroke Prevention Program web page. Contains resources, promising practices, programs, links and data.
Also: <http://www.cdc.gov/nccdphp/publications/PromisingPractices/>
4. The Connecticut Association of Directors of Health (CADH):
www.cadh.org/CADHResources/HealthyEatingActiveLivingToolkit/tabid/61/Default.aspx
Healthy Eating Active Living toolkit for establishing community-based approaches to promote healthy lifestyles.
5. Diabetes Prevention Program:
<http://www.ct.gov/dph/cwp/view.asp?a=3132&q=388098&dphPNavCtr=1#47041>
Provides 16 week curriculum to conduct a diabetes prevention program focusing on physical activity and healthy eating. The program also emphasizes the cardiovascular benefits of this approach.
6. Division of Diabetes Translation at the Centers for Disease Control and Prevention:
<http://www.cdc.gov/diabetes/>
Provides data, publication and products for diabetes.
7. The National Diabetes Education Program:
www.ndep.nih.gov
Provides multiple resources at professional and patient level in a variety of languages. Can order up to 25 copies of most items for free.
8. National Heart, Lung, and Blood Institute (NHLBI):
www.nhlbi.nih.gov
Comprehensive health information website for public, researchers and health professionals. Contains latest guidelines for high blood pressure and high blood cholesterol.
9. National Stroke Association (NSA):
www.stroke.org
Comprehensive website on stroke resources, programs and links.
10. Stanford Chronic Disease Self-Management Programs:
<http://patienteducation.stanford.edu/programs/>
The Stanford website offers a variety of evidenced based programs. The site describes the programs and provides information on their licensing and policy requirements.
11. U.S. Department of Health and Human Services, National Institute of Health (NIH):
www.win.niddk.nih.gov/sisters/index.htm
Sisters Together: Move More, Eat Better Program. Weight-control Information Network (WIN) designed to encourage Black women 18 and over to maintain a healthy lifestyle.