The State of Connecticut Department of Rehabilitation Services
is issuing Addendum 2 to the
Assistive Technology Services - Evaluation and Training
Request for Applications
ATS-ET_RFA_82212

The Department of Rehabilitation Services, (DORS), and the Bureau of Rehabilitation Services, (BRS) is issuing **Addendum 2** to the Assistive Technology Services - Evaluation and Training Request for Applications.

Addendum 2 contains:

1. **Question and Response.**

   Question submitted by interested party and the official response follow. The response shall clarify the requirements of the RFA. In the event of an inconsistency between information provided in the RFA and information in these responses, the information in the response shall control.

   Question: Is this a job opening, or is it about the new grant for members of the deaf/blind community?

   Response: The ATS-ET RFA is not a job opening. The Assistive Technology Services-Evaluation and Training Request for Applications, (RFA), is an opportunity to submit an Application in response to the RFA to provide AT Services for the Department of Rehabilitation Services, including but not limited to the new deaf/blind equipment distribution grant.

The State of Connecticut Department of Rehabilitation Services
is issuing Addendum 2 to the
Assistive Technology Services - Evaluation and Training
Request for Applications
ATS-ET_RFA_82212

Date Issued: September 13, 2012.

Approved: _____
Marcia McDonough

State of Connecticut Department of Social Services
(Original signature on document in procurement file)

This Addendum must be signed and returned with your submission.

_____	_____
Authorized Signer	Name of Company

The State of Connecticut Department of Rehabilitation Services
is issuing Addendum 1 to the
Assistive Technology Services - Evaluation and Training
Request for Applications
ATS-ET_RFA_82212

Addendum 1 contains:

Amendment to Section I. GENERAL INFORMATION,

C. Instructions

9. **ATS Application Due Date and Time.** The Official Contact is the **only authorized recipient** of submissions received in response to this RFA. Submissions must be received by the Official Contact by **fax or e-mail** on or before the due date and time:

Due Date: **October 10, 2012,** for December 1, 2012 Contract Start Date

April 10, 2013, for June 1, 2013 Contract Start Date

October 10, 2013 for December 1, 2013 Contract Start Date

Time: ~~**2:00**~~ **3:00** **p.m. Eastern Time**

The electronic submission, (e-mail), must be compatible with *Microsoft Office Word.* The required Appendices and Forms identified in Section IV may be scanned and submitted in Portable Document Format (PDF) or similar file format.

The State of Connecticut Department of Rehabilitation Services
is issuing Addendum 1 to the
Assistive Technology Services - Evaluation and Training
Request for Applications
ATS-ET_RFA_82212

Date Issued: August 27, 2012.

Approved: _____
Marcia McDonough

State of Connecticut Department of Social Services
(Original signature on document in procurement file)

This Addendum must be signed and returned with your submission.

_____	_____
Authorized Signer	Name of Company

STATE OF CONNECTICUT DEPARTMENT OF REHABILITATION SERVICES
Procurement Notice
Assistive Technology Services - Evaluation and Training
Request for Applications
(ATS-ET RFA)

The Department of Rehabilitation Services, (DORS), the Bureau of Rehabilitation Services,(BRS), and the Connecticut Tech Act Project, (CTTAP), embedded as an informative hyperlink, are seeking applications from individuals and/or organizations to provide Assistive Technology Services, (ATS), also embedded as a hyperlink. AT Services include evaluation of and training for individuals with disabilities at home or at work as well as specialized services to evaluate and train individuals who are deaf-blind. All deaf-blind services shall be provided specifically to meet the individual's telecommunication needs.

This Application Process presents an exceptional opportunity for an individual and/or an organization to demonstrate competence in analyzing the needs of consumers with disabilities, assisting in the selection of appropriate assistive technology for the consumer's needs, and providing training in the use of selected Assistive Technology devices.

Eligibility - Respondents shall be individuals and/or public, private, non-profit, not-for-profit or for-profit organizations or companies including current Contractors of DORS and BRS that have no less than three (3) years' experience and capabilities in one or more of the Assistive Technology Services.

Only Respondents who meet the requirements of **Appendix A**, **the ATS Application**, are qualified to submit responses to this RFA.

Respondents selected through this RFA process shall be placed in a pool of other qualified Respondents from which the DORS may enter into a contract for the provision of AT Services as outlined in the Application.

DORS anticipates awarding multiple two (2) year contracts with the option of two, one-year extensions exercised at the discretion of the DORS. Service delivery will be determined by the individual consumer's needs and the applicant's ability to meet those needs.

Deadline for Application packages is as follows:

- October 10, 2012 for the procurement process for the December 1, 2012 contract start date;
- April 10, 2013 for the procurement process for the June 1, 2013 contract start date; and
- October 10, 2013 for the procurement process for the December 1, 2013 contract start date.

The Request for Applications is available in electronic format on the State Contracting Portal at **http://das.ct.gov/Director.aspx?Page=12** or from the Department's Official Contact:

Name: Marcia McDonough, Contract Administration
Address: 25 Sigourney Street, 9th Floor, Hartford, CT 06106

Phone: 860-424-5214 Fax: 860-424-5800
E-Mail: **Marcia.McDonough@ct.gov**
The RFA is also available on the Department's website at
http://www.ct.gov/dss/cwp/view.asp?a=2345&q=304920&dssNav=.

A printed copy of the RFA can be obtained from the Official Contact upon request.

Persons who are deaf or hearing impaired may use a TDD by calling 1-800-842-4524. Questions or requests for information in alternative formats must be directed to the Department's Official Contact at 860-424-5214.

TABLE OF CONTENTS

	Page
Procurement Notice	1
Section I — GENERAL INFORMATION	4
A. Introduction	4
B. Abbreviations / Acronyms / Definitions	4
C. Instructions	6
D. Submission Format	9
E. Evaluation of Submissions.	10
Section II — MANDATORY PROVISIONS	12
A. Standard Contract, Parts I and II.	12
B. Assurances	12
C. Terms and Conditions	13
D. Rights Reserved to the State	14
E. Statutory and Regulatory Compliance	15
Section III — PROGRAM INFORMATION	17
A. Department Overview	17
B. Program Overview	17
Section IV — SUBMISSION OUTLINE	19

I. GENERAL INFORMATION

A. INTRODUCTION

1. RFA Name. Assistive Technology Services-Evaluation and Training Request for Applications (ATS-ET_RFA)

2. Summary. The Department of Rehabilitation Services, (DORS), the Bureau of Rehabilitation Services,(BRS) and the Connecticut Tech Act Project, (CTTAP), embedded as an informative hyperlink, are seeking applications from individuals and/or organizations to provide, Assistive Technology Services (ATS), also embedded as a hyperlink. AT Services include evaluation of and training for individuals with disabilities at home or at work as well as specialized services to evaluate and train individuals who are deaf-blind. All services shall be provided specifically to meet the individual's telecommunication needs.

Eligibility - Respondents shall be individuals and/or public, private, non-profit, for not-for-profit or for-profit organizations or companies including current DORS and BRS Contractors that have no less than three (3) years' experience and capabilities in one or more of the Assistive Technology Services.

Only Respondents who meet the requirements of **Appendix A**, the ATS Application, are qualified to submit responses to this RFA.

Respondents selected through this RFA process shall be placed in a pool of other qualified Respondents from which the DORS may enter into a contract for the provision of AT Services as outlined in the Application.

3. Synopsis (Optional). This Application Process presents an exceptional opportunity for an individual and/or an organization to demonstrate competence in analyzing the needs of consumers with disabilities, assisting in the selection of appropriate assistive technology for the consumer's needs, and providing training in the use of selected devices to assist the consumer to better utilize internet access.

4. Commodity Codes. The services that the Department wishes to procure through this RFA are as follows:

- 0600: Services (Professional, Support, Consulting and Misc. Services)
- 1000 Healthcare Services
- 2000: Community and Social Services
- 3000: Educational and Training Services

B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BRS	Bureau of Rehabilitation Services
C.G.S.	Connecticut General Statutes
CT	Connecticut
DAS	Department of Administrative Services (CT)
DORS	Department of Rehabilitation Services
DSS	Department of Social Services (CT)
FCC	Federal Communications Commission
FOIA	Freedom of Information Act (CT)
LOI	Letter of Intent

OAG	Office of the Attorney General (CT)
OPM	Office of Policy and Management (CT)
POS	Purchase of Service
RFA	Request for Applications
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

- *Assistive Technology:* Assistive Technology (AT) is any item or piece of equipment that is used to increase, maintain or improve the functional capabilities of individuals with disabilities in all aspects of life, including at school, at work, at home and in the community. Assistive Technology ranges on a continuum from low tech to high tech devices or equipment.
- *Assistive Technology Consultant:* An employee in the Department of Rehabilitation Services Central Office whose role is to provide guidance and consultation of Assistive Technology devices and services to VR consumers and counselors.
- *Commissioner :* The Commissioner of the State of Connecticut Department of Rehabilitation Services, as defined in Connecticut General Statutes (CGS) § Sec. 4-8 and P.A. 12-1, Sec 29.
- *Contractor:* an individual that enters into a POS with the Department as a result of this RFA
- *Deaf-Blind:* (A) (i) an individual who has a central visual acuity of 20/200 or less in the better eye with corrective lenses, or a field defect such that the peripheral diameter of visual field subtends an angular distance no greater than 20 degrees, or a progressive visual loss having a prognosis leading to one or both these conditions; (ii) an individual who has a chronic hearing impairment so severe that most speech cannot be understood with optimum amplification, or a progressive hearing loss having a prognosis leading to this condition; and (iii) an individual for whom the combination of impairments described in clauses (i) and (ii) cause extreme difficulty in attaining independence in daily life activities, achieving psychosocial adjustment, or obtaining a vocation; or (B) an individual who despite the inability to be measured accurately for hearing and vision loss due to cognitive or behavioral constraints, or both, can be determined through functional and performance assessment to have severe hearing and visual disabilities that cause extreme difficulty in attaining independence in daily life activities, achieving psychosocial adjustment, or obtaining vocational objectives.
- *Department :* Department of Rehabilitation Services
- *Disability :* With respect to an individual: a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such an impairment, or being regarded as having such an impairment
- *Prospective Respondent:* an individual and/or public, private, non-profit, not-for-profit, or for-profit organizations or companies including current DORS and BRS Contractors that may submit an application to the Department in response to this RFA, but have not yet done so
- *Respondent:* an individual and/or public, private, non-profit, not-for-profit, or for-profit organizations or companies including current DORS and BRS Contractors that have submitted an application to the Department in response to this RFA
- *Vocational Rehabilitation Counselor:* An employee within the Vocational Rehabilitation Program in the Department of Rehabilitation Services whose role is to

assist persons with significant physical or mental disabilities to prepare for, find and/or keep employment.

- *VR:* Vocational Rehabilitation

C. INSTRUCTIONS

1. **Official Contact.** The Department has designated the individual below as the Official Contact for purposes of this RFA. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Respondents, prospective respondents, 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 RFA is strictly prohibited. Respondents or prospective respondents who violate this instruction may risk disqualification from further consideration.

   Name: Marcia McDonough Contract Administration
   Address: 25 Sigourney Street, 9th Floor, Hartford, CT 06106
   Phone: 860-424-5214
   Fax: 860-424-5800
   E-Mail: Marcia.McDonough@ct.gov

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

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

   - Department's RFA Web Page
     http://www.ct.gov/dss/cwp/view.asp?a=2345&q=304920&dssNav=

   - State Contracting Portal
     http://das.ct.gov/Director.aspx?Page=12

   It is strongly recommended that any respondent or prospective respondent 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 addenda that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFA.

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

3. **Contract Offers.** The offer of the right to negotiate any contract pursuant to this RFA is dependent upon the availability of funding to the Department.

4. **Eligibility.** Respondents shall be individuals and/or public, private, non-profit, not-for profit or for-profit organizations or companies including current Contractors of DORS and BRS that have no less than three (3) years' experience and capabilities in one or more of the Assistive Technology Services.

5. **Minimum Qualifications of Respondents.** Only Respondents who meet the requirements of **Appendix A**, the ATS Application, are qualified to submit responses to this RFA.

6. **Procurement Schedule.** See below. Dates after the due date for submissions ("Submissions 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 RFA and will be posted on the State Contracting Portal and the Department's RFA Web Page.

Milestones	Ending Dates
RFA Released	August 22, 2012
Questions Due 3:00 PM EST	**September 5, 2012** for October 10, 2012 Application Due Date **March 5, 2013** for April 10, 2013 Application Due Date **September 5, 2013** for October 10, 2013 Application Due Date
Responses to Questions (tentative)	**September 12, 2012** for October 10, 2012 Application Due Date **March 12, 2013** for April 10, 2013 Application Due Date **September 12, 2013** for October 10, 2013 Application Due Date
Letter of Intent (LOI) 3:00 PM EST	**September 19, 2012** for October 10, 2012 Application Due Date **March 19, 2013** for April 10, 2013 Application Due Date **September 19, 2013** for October 10, 2013 Application Due Date
Applications Due by 3:00 PM EST	**October 10, 2012**, for December 1, 2012 Contract Start Date **April 10, 2013**, for June 1, 2013 Contract Start Date **October 10, 2013** for December 1, 2013 Contract Start Date
Successful Respondent Announced	*TBD
Contract Negotiations Begin (tentative)	*TBD
Contract Begins	**December 1, 2012** **June 1, 2013** **December 1, 2013**

7. **Letter of Intent.** Prospective respondents are strongly encouraged, but not required to submit a Letter of Intent (LOI). The LOI is non-binding and does not obligate the sender to submit an Application. The LOI must be submitted to the Official Contact by **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. Please provide in your LOI the AT service(s) you are interested in providing.

AT service(s) are listed:

1) Assistive Technology Evaluation
2) AT Workplace Evaluation
3) Home to Work Evaluation
4) AAC Evaluation
5) AT Training
6) AT Evaluation for individuals who are deaf-blind
7) AT Training for individuals who are deaf-blind
8) Other, please explain:_____

8. **Inquiry Procedures.** All questions regarding this RFA or the Department's procurement process must be submitted 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 requirements of the RFA 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 addendum to this RFA. If any answer to any question constitutes a material change to the RFA, the question and answer will be placed at the beginning of the addendum and duly noted as such. The agency will release the answers to questions on the date established in the Procurement Schedule. The Department will publish any and all amendments or addenda to this RFA on the State Contracting Portal and on the Department's RFA Web Page. At its discretion, the Department may distribute any amendments or addenda to this RFA to prospective respondents who submitted a Letter of Intent. **Submissions must include a signed Addendum Acknowledgement, which will be placed at the end of any and all amendments or addenda to this RFA.**

9. **ATS Application Due Date and Time.** The Official Contact is the **only authorized recipient** of submissions received in response to this RFA. Submissions must be received by the Official Contact by **fax or e-mail** on or before the due date and time:

Due Date: **October 10, 2012,** for December 1, 2012 Contract Start Date

April 10, 2013, for June 1, 2013 Contract Start Date

October 10, 2013 for December 1, 2013 Contract Start Date

Time: **2:00 p.m. Eastern Time**

The electronic submission, (e-mail), must be compatible with *Microsoft Office Word*. The required Appendices and Forms identified in Section IV may be scanned and submitted in Portable Document Format (PDF) or similar file format.

10. **Multiple Submissions.** Multiple submissions are not an option with this procurement.

11. **Declaration of Confidential Information.** Respondents 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 respondent deems that certain information required by this RFA is confidential, the respondent must label such information as CONFIDENTIAL. In

Section C of the submission, the respondent must reference where the information labeled CONFIDENTIAL is located in the submission. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the respondent 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 respondent 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).

12. **Conflict of Interest - Disclosure Statement.** Respondents 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 respondent 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 respondent 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 respondent 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 respondent must affirm such in the disclosure statement. *Example: "[name of respondent] 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. SUBMISSION FORMAT

1. **Required Outline.** All submissions must follow the required outline presented in Section IV - Submission Outline. Submissions 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 submission. Respondents must complete and use the Cover Sheet form, which is embedded in this RFA as a hyperlink.

3. **Table of Contents.** All submissions must include a Table of Contents that conforms to the required submission outline. (See Section IV.)

4. **Executive Summary.** Submissions must include a high-level summary of the submission, not exceeding one (1) page. The Executive Summary shall include the Respondent's minimum of no less than three (3) years' experience and capabilities in one or more of the Assistive Technology Services.

5. **Attachments.** Attachments other than the required Appendices and Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices must not be altered or used to extend, enhance, or replace any component required by this RFA. Failure to abide by these instructions will result in disqualification.

7. **Pagination.** The Respondent's name must be displayed in the header of each page. All pages, from the Cover Sheet through the required Appendices and Forms must be numbered consecutively in the footer.

8. **E-Mail or Fax Labeling Requirements.** The RFA Name must be clearly displayed in the subject area of the e-mail or fax: **Assistive Technology Services - Evaluation and Training Request for Applications**

■ E. EVALUATION OF SUBMISSIONS

1. **Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of submissions received in response to this RFA. When evaluating submissions, negotiating and offering the right to negotiate a contract to successful respondents, the Department will conform to 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. **Evaluation Team.** The Department will designate an Evaluation Team to evaluate applications submitted in response to this RFA. The contents of all submissions, including any confidential information, will be shared with the Evaluation Team. Only submissions found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Submissions that fail to comply with all instructions will be rejected without further consideration. Attempts by any Respondent (or representative of any respondent) to contact or influence any member of the Evaluation Team may result in disqualification of the respondent.

3. **Minimum Submission Requirements.** All submissions must comply with the requirements specified in this RFA. To be eligible for evaluation, submissions must (a) be received on or before the due date and time; (b) meet the Submission Format requirements; (c) follow the required Submission Outline; and (d) be complete. Submissions that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any submission that deviates significantly from the requirements of this RFA.

4. **Evaluation Criteria (and Weights).** Submissions meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Team will use to evaluate the technical merits of the submissions. Only the criteria listed below will be used to evaluate submissions. The criteria are weighted according to their relative importance. The weights are confidential.

   - Assistive Technology Services Application
   - Appendices

5. **Respondent Selection.** Upon completing its evaluation of submissions, the Evaluation Team will submit the rankings of all submissions to the Department head. The final selection of successful Respondents is at the discretion of the Department head. Any Respondent 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 Respondents will be notified by e-mail, at the Department's discretion, about the outcome of the evaluation and Respondent selection process.

6. **Debriefing.** After receiving notification of the outcome of the evaluation process from the Department, any respondent may contact the Official Contact and request a Debriefing of the procurement process and its submission. If respondents still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Department to discuss the procurement process. The Department shall schedule and conduct Debriefing meetings that have been properly requested, within fifteen (15) days of the Department's receipt of a request. The Debriefing meeting must not include or allow any comparisons of any submissions with other submissions, nor should the identity of the evaluators be released. The Debriefing process shall not be used to change, alter, or modify the outcome of a competitive

procurement. More detailed information about requesting a Debriefing may be obtained from the Official Contact.

7. **Appeal Process.** Any time after the submission due date, but **not later than thirty (30) days** after the Department notifies respondents about the outcome of a competitive procurement, respondents may submit an Appeal to the Department. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. Respondents may appeal any aspect of the Department's competitive procurement; however, such Appeal must be in writing and must set forth facts or evidence in sufficient and convincing detail for the Department to determine whether during any aspect of the competitive procurement there was a failure to comply with the State's statutes, regulations, or standards concerning competitive procurement or the provisions of the RFA. Any such Appeal must be submitted to the Agency Head with a copy to the Official Contact. The respondent must include the basis for the Appeal and the remedy requested. 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. **Contest of Solicitation or Award.** Pursuant to Section 4e-36 of the Connecticut General Statutes, "Any bidder or proposer on a state contract may contest the solicitation or award of a contract to a subcommittee of the State Contracting Standards Board…" More detailed information is available on the State Contracting Standards Board web site at http://www.ct.gov/scsb/site/default.asp.

9. **Contract Execution.** Any contract developed and executed as a result of this RFA is subject to the Department's contracting procedures, which may include approval by the Department of Administrative Services and Office of the Attorney General.

II. MANDATORY PROVISIONS

A. STANDARD CONTRACT, PARTS I AND II

By submitting an Application in response to this RFA, the respondent implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract":

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, budget, reports, and program-specific provisions of any resulting 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 contract. Part II is available on OPM's web site 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.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected respondent (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 an Application in response to this RFA, a respondent implicitly gives the following assurances:

1. **Collusion.** The respondent represents and warrants that the respondent did not participate in any part of the RFA development process and had no knowledge of the specific contents of the RFA prior to its issuance. The respondent further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the respondent's submission. The respondent also represents and warrants that the submission is in all respects fair and is made without collusion or fraud.

2. **State Officials and Employees.** The respondent 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 RFA. 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 respondent, contractor, or its agents or employees.

3. **Competitors.** The respondent assures that the submission is not made in connection with any competitor submitting a separate submission in response to this RFA. No attempt has been made, or will be made, by the respondent to induce any competitor to submit, or not submit, qualifications for the purpose of restricting competition.

4. **Validity of Submission.** The respondent certifies that the submission represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFA and any amendments or attachments hereto. The submission 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 submission, by reference or otherwise, into any contract with the successful respondent.

5. **Press Releases.** The respondent agrees to obtain prior written consent and approval of the Department for press releases that relate in any manner to this RFA or any resultant contract.

■ C. TERMS AND CONDITIONS

By submitting an Application in response to this RFA, a respondent 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 respondent in preparing, submitting, or clarifying any qualifications submitted in response to this RFA.

3. **Exclusion of Taxes.** The Department is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Respondents are liable for any other applicable taxes.

4. **Changes to Submission.** No additions or changes to the original submission will be allowed after submission. While changes are not permitted, the Department may request and authorize respondents to submit written clarification of their submissions, in a manner or format prescribed by the Department, and at the respondent's expense.

5. **Supplemental Information.** Supplemental information will not be considered after the deadline for submissions, unless specifically requested by the Department. The Department may ask a respondent to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a submission. 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 respondents invited to make such a demonstration, interview, or oral presentation.

6. **Presentation of Supporting Evidence.** If requested by the Department, a respondent must be prepared to present evidence of experience, ability, data reporting capabilities, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFA. At its discretion, the Department may also check or contact any reference provided by the respondent.

7. **RFA Is Not An Offer.** Neither this RFA 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 respondent unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the respondent 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 respondent or for payment of services under the terms of the contract until the successful respondent 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 an Application in response to this RFA, a respondent implicitly accepts that the following rights are reserved to the State:

1. **Timing Sequence.** The timing and sequence of events associated with this RFA shall ultimately be determined by the Department.

2. **Amending or Canceling RFA.** The Department reserves the right to amend or cancel this RFA 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 Submissions.** In the event that no acceptable Applications are submitted in response to this RFA, 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 Submissions.** The Department reserves the right to award in part, to reject any and all submissions in whole or in part, for misrepresentation or if the submission limits or modifies any of the terms, conditions, or specifications of this RFA. 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 submission of any respondent who submits Applications after the submission due date and time.

5. **Sole Property of the State.** All applications submitted in response to this RFA 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 RFA shall be the sole property of the State, unless stated otherwise in this RFA 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 RFA. The Department further reserves the right to contract with one or more respondent for such services.

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 respondent and subsequently awarding the contract to another respondent. 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 respondent is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the respondent.

■ E. STATUTORY AND REGULATORY COMPLIANCE

By submitting an Application in response to this RFA, the respondent 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). Respondents are generally advised not to include in their submissions any confidential information. If the respondent indicates that certain documentation, as required by this RFA, 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 respondent has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a respondent 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 ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
   IMPORTANT NOTE: The respondent must upload the Workplace Analysis Affirmative Action Report through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and the Department of Rehabilitation Services can review said document online. The DAS guide to uploading affidavits and nondiscrimination forms online is embedded in this section as a hyperlink.

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 require 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 OPM: Ethics Forms
   IMPORTANT NOTE: The respondent must upload the Consulting Agreement Affidavit (OPM Ethics Form 5) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and the Department of Rehabilitation Services can review said document online. The DAS guide to uploading affidavits and nondiscrimination forms online is embedded in this section as a hyperlink.

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 respondent is offered an opportunity to negotiate a contract with an anticipated value of $50,000 or more in a calendar or fiscal year, the respondent 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 OPM: Ethics Forms
IMPORTANT NOTE: The selected respondent(s) must upload the Gift and Campaign Contributions Certification (OPM Ethics Form 1) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division prior to contract execution, and the Department of Rehabilitation Services can review said document online. The DAS guide to uploading affidavits and nondiscrimination forms online is embedded in this section as a hyperlink.

5. **Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a respondent is offered an opportunity to negotiate a contract, the respondent must provide the Department with *written representation* or *documentation* that certifies the respondent 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 OPM: Nondiscrimination Certification
IMPORTANT NOTE: The selected respondent(s) must upload the Nondiscrimination Certification through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division prior to contract execution, and the Department of Rehabilitation Services can review said document online. The DAS guide to uploading affidavits and nondiscrimination forms online is embedded in this section as a hyperlink.

6. **Certification Regarding Lobbying,(embedded as a hyperlink)** - **To submit a responsive Application, THE RESPONDENT SHALL** provide a signed statement to the effect that no funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

III. PROGRAM INFORMATION

■ A. DEPARTMENT OVERVIEW

The Department of Rehabilitation Services contains two state Vocational Rehabilitation (VR) programs: the general VR program, known as the Bureau of Rehabilitation Services (BRS) and the state Vocational Rehabilitation program for the Blind known as the Board of Education and Services for the Blind (BESB), as well as the Commission on the Deaf and Hearing Impaired (CDHI), the Connecticut Tech Act Project, and portions of the Workers' Compensation Commission and Department of Motor Vehicles.

The Department of Rehabilitation Services provides a broad range of services to persons with disabilities, families, and individuals who need assistance in maintaining or achieving their full potential for self-direction, self-reliance, and independent living. By statute, it is the State agency responsible for administering a number of programs under federal legislation, including the Rehabilitation Act, the Assistive Technology Act and the Social Security Act.

The Department is headed by the Commissioner of the Department of Rehabilitation Services. The Department administers most of its programs through 12 offices located in the three service regions (North, South and West), with Central Office support located in Hartford.

There are two entities that provide DORS with administrative support and services. These entities are the Department of Social Services and the Department of Administrative Services.

Department Mission

The Connecticut Department of Rehabilitation Services mission is to create opportunities that enable individuals with significant disabilities to work competitively and live independently. We strive to provide appropriate, individualized services, develop effective partnerships, and share sufficient information so that consumers and their families may make informed choices about the rehabilitation process and employment options.

Department Vision

The Connecticut Department of Rehabilitation Services works to support individuals with disabilities to achieve independence and self-sufficiency. We do this with humanity and integrity.

■ B. PROGRAM OVERVIEW

Assistive Technology Services (ATS) will be utilized by the DORS/BRS and the CT Tech Act Project to provide evaluation and training to their eligible consumers, when appropriate. For the purposes of this RFA, both programs have the goal of providing comprehensive services to their eligible consumers related to Assistive Technology Services. Our goal is to help individuals with disabilities of all ages and all disabilities, as well as family members, employers, educators and other professionals gain access to Assistive Technology devices and services.

DORS/BRS will use these contracted services when a consumer is identified in need of an AT evaluation or training by their Vocational Rehabilitation (VR) Counselor or the Assistive Technology (AT) Consultant. The specific evaluation or training requested will be determined by the VR Counselor or AT Consultant.

The CT Tech Act Project has been certified by the FCC to administer a grant for a 2 year pilot period. This grant has specific guidelines instructing the certified program to asses individual need and provide training for specialized equipment specific to individuals that are deaf-blind. The equipment can only be related to the individuals need to increase their access to telecommunication services, internet access, and advanced communications.

AT Services Program Objectives and Expectations:

- Start Date to administer AT Services is December 1, 2012, June 1, 2013 and December 1, 2013;
- Schedules for AT evaluations and training will be on an as-needed basis. Key factors in determining schedules will be the identified service area, area of expertise, and need of the consumer;
- An AT Evaluator/ Resultant Contractor will be expected to conduct a thorough evaluation of consumers with a review of records, consumer interviews, equipment evaluations and recommendations; and
- A written report will be required within 30 days of evaluation of consumers with recommendations on equipment and training needs.

IV. SUBMISSION OUTLINE

This section presents the **required** outline that must be followed when submitting qualifications in response to this RFA. Submissions must include a Table of Contents that exactly conforms to the required submission outline (below). Submissions must include all the components listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete submissions will not be evaluated.

		Page
A.	**Cover Sheet**	**1.**
B.	**Table of Contents**	**2.**
C.	**Declaration of Confidential Information**	**3.**
D.	**Conflict of Interest - Disclosure Statement**	
E.	**Executive Summary**	
F.	**Assistive Technology Services Application**	
G.	**Appendices**	
1.	Motor Vehicle Operator's License/Driver Identification	
2.	Automobile Insurance Policy Declarations Page	
3.	Resume(s)	
H.	**Forms**	
1.	Department	
	a. Addendum Acknowledgement.	
	b. Certification Regarding Lobbying	