## PROCUREMENT NOTICE

**State of Connecticut**
**Department of Social Services**
**Community Services Block Grant/Human Services Infrastructure 08/11/14**
**Request for Applications**

The State of Connecticut Department of Social Services, (Department/DSS) is requesting proposals from private non-profit organizations or units of local government qualified to and interested in designation as the Community Action Agency for the Greater Stamford catchment area, in accordance with the requirements of the Community Services Block Grant Act (42 U.S.C. 9901, et. seq.). The Greater Stamford catchment area includes the communities of Darien, Greenwich and Stamford. This is an opportunity for a qualified entity to provide important and life changing services to the low-income populations within the communities of the Greater Stamford catchment area.

The designated Community Action Agency (CAA) shall provide, arrange for, coordinate and encourage the development of a wide range of services aimed at reducing poverty, revitalizing low-income communities and empowering families to become self-sufficient. The CAA will be required to conduct periodic needs assessments in the communities within their catchment area, perform community planning functions, including the annual preparation of a community action plan, and network with other agencies and organizations in the community to ensure that the needs of low income populations are met, to minimize overlapping and duplication of services and to leverage funding from multiple sources.

The designated CAA will qualify for the Greater Stamford catchment area's share of funding under the federal Community Services Block Grant (CSBG) and the state-funded Human Services Infrastructure (HSI) program. CAAs are expected to supplement the resources provided by raising additional funds from federal, state and local governments, as well as private resources. CAAs traditionally serve as providers for such programs as job readiness, summer youth employment, asset development, housing/homeless services, child care and youth development and various emergency services, depending upon the needs of the community and their ability to obtain grants and contracts. The CAA may also be identified as the preferred provider for Low Income Home Energy Assistance Program (LIHEAP) within the Greater Stamford catchment area, although designation as the entity to administer this program is not guaranteed. The expectations and responsibilities of a CAA are more fully described in the CSBG Act, embedded as a hyperlink, Connecticut General Statutes Chapter 319yy (Community Action Agencies) and the Department's CSBG/HSI contract language template.

These funds are made available in this open competitive Request for Application (RFA) process. Currently DSS has budgeted approximately $1,132,199.00, as the CSBG and HSI allocation to serve low-income persons in the Greater Stamford catchment area for the contract period January 1, 2015 through September 30, 2015.

**Eligible Entities:**

Through this RFA DSS is seeking to select a qualified organization in or near the Greater Stamford catchment area to provide comprehensive services to low-income individuals, families and communities in the Greater Stamford catchment area. Applications will be accepted from

qualified organizations in or near the Greater Stamford catchment area that meet the qualifications under Title 42 of the U.S. Code Section 9909

Applications will be accepted from private nonprofit organizations (which may include an "eligible entity" as that term is defined under Title 42 of the U.S. Code Section 9902 (A)) that is geographically located in the Greater Stamford catchment area that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency and that meets all of the requirements of Chapter 106 ("Community Block Grant Program") of Title 42 of the U.S. Code; or a private non-profit eligible entity as that term is defined under Title 42 of the U.S. Code Section 9902 (A) that is geographically located in an area contiguous to or within reasonable proximity to the Greater Stamford catchment area and that is already providing related services in that area. The term "private, nonprofit organization" also includes religious organizations.

**Please note** that federal law gives priority to private nonprofit organizations. Therefore, while we will accept applications from political subdivisions of the State or public agencies located in Greater Stamford to serve as the eligible entity for Greater Stamford, the designation of a political subdivision or public agency to serve as an eligible entity is contingent upon a determination that there are no private, nonprofit organizations identified or determined to be qualified under Title 42 of the US Code Section 9902 (A).

**Qualifications:**

Organizations eligible to apply for designation as the entity serving the Greater Stamford catchment service area must:

- Provide services to low-income persons located within the Greater Stamford catchment area, or that is contiguous to the catchment area.
- Demonstrate fiscal, programmatic and information technology capacity to provide services designed to eliminate the causes of poverty and foster self-sufficiency.
- Be governed by a local tripartite (three-part) board for private non-profit or local advisory board for local unit of government.

The Request for Applications (RFA) is available in electronic format on the State Contracting Portal at http://das.ct.gov/cr1.aspx?page=12 or from the Official Contact:

Name: Crystal Redding, Contract Administration and Procurement
Address: State of Connecticut, Department of Social Services
55 Farmington Avenue Hartford, CT 06105
Phone: 860-424-5234
E-Mail: Crystal.Redding@ct.gov

The RFA is also available on the Department's web site at www.ct.gov/dss/cwp/view.asp?a=2345&q=304920&dssNav=.

There will be an optional Bidders' Conference on **Tuesday, September 16, 2014** from 10:00 am – 12:00 pm at the Stamford Government Center. The deadline for the submission of the **mandatory letter of intent is October 1, 2014, 2:00 p.m. Eastern Time**. The deadline **for submission of applications** is **November 3, 2014, 2:00 p.m. Eastern Time**. Questions or requests for information in alternative formats must be directed to the Department's Official Contact at 860-424-5234. Persons who are deaf or hearing impaired may use a TDD by calling 1-800-842-4524.

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## I. GENERAL INFORMATION

### A. INTRODUCTION

1. **RFA Name.** Community Services Block Grant/Human Services Infrastructure Request for Applications CSBG/HSI RFA_081114

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

   2000: Community and Social Services

4. **Application Due Date and Time.** The Official Contact is the **only authorized recipient** of applications submitted in response to this RFA. ***One (1) original hard copy of the application shall be mailed or hand-delivered*** to the Official Contact by the due date and time. ***Applications must also be e-mailed,*** with **CSBG/HSI RFA_081114** in the subject line and applications must be received by the Official Contact on or before the due date and time:

   - Due Date: November 3, 2014
   - Time: 2:00 p.m. Eastern Time

   **The application must be compatible with *Microsoft Office Word and/or Microsoft Office Excel*.**

5. **Contract Offers.** The offer of the right to negotiate a contract pursuant to this RFA is dependent upon the availability of funding to the Department. The Department anticipates the following:

| | Funding Source | |
|---|---|---|
| | CSBG | HSI |
| Total Funding Available | Up to $438,904 in federal funds for Federal Fiscal Year 2015, pending availability of funding[1] (**Note: allocation includes one-time costs for training & technical assistance)** | Up to $342,825.00 for Federal Fiscal Year 2015, pending availability of funding[2] |
| Number of Contracts | Up to one (1) | |
| Contract Term | One-year extensions exercised at the discretion of the Department | |
| Contract Period | **January 1, 2015 to September 30, 2015** | |

The Department would prefer to contract with one (1) organization to serve the entire three (3) towns identified in the Greater Stamford catchment area.

[1] Funds will be allocated annually thereafter, based upon the amount of federal resources allocated to DSS for these purposes

[2] Funds will be allocated annually thereafter, based upon the amount of resources allocated to DSS for these purposes

## B. ABBREVIATIONS/ACRONYMS/DEFINITIONS

| | |
|---|---|
| BFO | Best and Final Offer |
| CAA | Community Action Agency |
| CAFCA | The Connecticut Association for Community Action |
| C.G.S. | Connecticut General Statutes |
| CHRO | Commission on Human Rights and Opportunities (CT) |
| COE | Center of Excellence |
| Contractor | A private 501(c)(3) nonprofit provider organization or unit of local government that enters into a contract with the Department as a result of this RFA |
| CSBG | Community Services Block Grant |
| CT | Connecticut |
| DAS | Department of Administrative Services (CT) |
| DEPARTMENT | Department of Social Services (CT) |
| DSS | Department of Social Services (CT) |
| EMS | Eligibility Management System |
| FOIA | Freedom of Information Act (CT) |
| HHS | Health and Human Services (CT) |
| HIS | Human Services Infrastructure (CT) |
| HUSKY | State of CT Health Coverage Program for Children & Adults |
| IRS | Internal Revenue Service (U.S.) |
| LIHEAP | Low-Income Home Energy Assistance Program |
| LOI | Letter of Intent |
| LPA | Limited Purpose Association |
| MIS | Management Information System |
| OAG | Office of the Attorney General (CT) |
| OCS | Office of Community Services |
| OPM | Office of Policy and Management (CT) |
| OSC | Office of the State Comptroller (CT) |
| P.A. | Public Act (CT) |
| POS | Purchase of Service |
| Prospective Applicant | A private 501(c)(3) nonprofit provider organization or unit of local government that may submit an application to the Department in response to this RFA, but has not yet done so |
| Applicant | A private 501(c)(3) nonprofit provider organization or unit of local government that has submitted an application to the Department in response to this RFA |
| RFA | Request for Applications |
| ROMA | Results Oriented Management and Accountability |
| SEEC | State Elections Enforcement Commission (CT) |
| SNAP | Supplemental Nutrition Assistance Program |
| SSBG-TANF | Social Services Block Grant – Temporary Assistance for Needy Families |
| TFA | Temporary Family Assistance |
| U.S. | United States |

## II. PROGRAM INFORMATION

### A. DEPARTMENT OF SOCIAL SERVICES OVERVIEW

The Department of Social Services (DSS) administers and delivers a wide variety of services to children, families, adults, people with disabilities and the elderly, including health care coverage, child care, child support, long-term care and supports, energy assistance, food and nutrition aid, and program grants. DSS administers myriad state and federal programs and one-third of the state budget, currently serving more than 848,000 individuals in nearly 540,000 households (April 2014 data).

By statute, DSS is the state agency responsible for administering a number of programs under federal legislation, including the Food Stamp Act, the Older Americans Act, and the Social Security Act.

The Department is headed by the Commissioner of Social Services, and there are deputy commissioners for programs and administration. The agency delivers most of its programs through 12 field offices (including three benefits centers available by phone) located throughout the state, with central administrative offices located in Hartford. In addition, many services funded by the agency are available through community-based agencies and partner contractors. The agency has out stationed employees at hospitals to expedite Medicaid/HUSKY applications, and also works with community service providers to facilitate program applications.

Attached to the department for administrative purposes only are the Department of Rehabilitation Services, encompassing vocational rehabilitation services, services for the blind and visually-impaired and the deaf and hearing-impaired, and disability determination services; the Department on Aging; and the Child Day Care Council.

***Mission and Vision***

**DSS Mission**

*Guided by shared belief in human potential, we aim to increase the security and well-being of Connecticut individuals, families, and communities.*

**DSS Vision**

*To become a world-class service organization.*

## B. PROGRAM BACKGROUND

The Economic Opportunity Act of 1964 created CAAs to administer the federal "War on Poverty" programs in the mid-1960s. The CAA concept continues today under the Coates Human Services Reauthorization Act of 1998, also called the federal CSBG Act (see 42 U.S.C § 9901 *et seq.),* and under Connecticut General Statutes Chapter 319yy (Community Action Agencies). The CSGB Program is administered at the federal level by The Office of Community Services (OCS) which is a branch of the Department of Health and Human Services. In Connecticut, there are currently ten (10) organizations designated as "eligible entities" authorized to receive a portion of the CSBG funds allocated to the State. DSS administers these funds and using an allocation formula, provides the funds to CSBG "eligible entities" that serve low-income individuals and families in ten (10) identified catchment areas to ensure statewide coverage. DSS is designated as the principal state agency for the allocation and administration of the block grant within the State of Connecticut.

In November 2004, DSS matched its commitment of CSBG resources through the identification of HSI resources specifically identified for CAAs to assist in their CSBG efforts.

CSBG eligible entities are a network of private non-profit and public agencies. These entities provide a range of services and integrate and coordinate these services with other organizations. This multi-faceted approach distinguishes CSBG programs from other anti-poverty efforts and maximizes the likelihood that the individuals and families assisted will become self-sufficient. In Connecticut, all CSBG eligible entities are private non-profit organizations.

Geographic Area to Be Served – Greater Stamford
The Greater Stamford geographic area is comprised of the following towns: Darien, Greenwich, and Stamford. According to 2010 U.S. Census, estimated population was 200,386 for the Greater Stamford catchment area. Of that number, 10.2% or 12,247 Stamford residents live in poverty.

The population and poverty rate for the Greater Stamford catchment area is broken out by town in the chart below:

***Service Delivery Area 2012 - 2013***

| Town | Total Population | White | Black | Asian / Pacific Island | Native American | Other Multi-Race | *Hispanic Any Race | % Poverty |
|---|---|---|---|---|---|---|---|---|
| Darien | 19,777 | 18,388 | 300 | 707 | 4 | 378 | 663 | 2.9% |
| Greenwich | 60,551 | 52,622 | 1,495 | 4,157 | 27 | 2,210 | 5,060 | 3.6% |
| **Stamford** | **120,068** | **82,206** | **17,869** | **8,002** | **129** | **11,862** | **25,643** | **10.2%** |
| **Totals:** | **200,396** | **153,216** | **19,664** | **12,866** | **160** | **14,450** | **31,366** | |

*(Data Sources: 2011 CERC town profiles and 2010 US Census- population distribution percentages are approximate)*

## C. PROGRAM SUMMARY

The Division of Integrated Services is a division of the Department of Social Services. The Division invests in several major initiatives to provide assistance to low-income residents through important and life-changing services. The Office of Community Services (OCS), within the Division, is responsible for the administration and programmatic oversight of the CSBG and HSI programs. CSBG is a federally funded, antipoverty program that is designed to create, coordinate and deliver an array of services and activities to assist low-income families and individuals achieve self-sufficiency. HSI is the state's additional commitment to assist eligible entities with meeting its goal of self-sufficiency.

There are currently ten (10) CAAs and one (1) Limited Purpose Association (LPA) that qualifies for CSBG funding in Connecticut. Each CAA has a specified catchment area. In Connecticut, CSBG funds are primarily used by CAAs to provide planning and coordination, organize services, develop innovative and effective approaches to addressing the causes of poverty, and to broaden the resource base for programs and services and core administrative expenses. With CSBG as base funding, CAAs operate a wide range of programs with other funds from other DSS programs for which they may qualify. Such programs include but may not be limited to, Human Services Infrastructure, Low-Income Heating Energy Assistance, Social Services Block Grant, Hispanic Human Resource Development, Youth Services and Nutrition Services, other federal and state agencies and municipalities, as well as private donations. During FFY 2013, Connecticut CAAs served a total of 365,827 persons.

The purpose of the CSBG program is to reduce poverty, revitalize low-income communities and empower low-income families and individuals to become fully self-sufficient. This is accomplished by using CSBG funds to support local efforts to identify, reduce or eliminate the causes of poverty and to help solve problems that block the achievement of economic self-sufficiency. CSBG eligible entities are mandated to focus their efforts on assisting individuals to become self-sufficient, including creating and participating in community revitalization projects that provide enhanced economic opportunities for the target population. CSBG eligible entities also strive for maximum participation of residents of the low-income communities so that they become empowered to respond to the unique problems and needs within their own communities.

Only those organizations designated as a CAA receive CSBG funding. A CAA must:

- Be governed by a tripartite board composed of representatives of the low-income neighborhoods being served, elected local officials and key community resources such as business and commerce, faith-based organizations, other service providers and community groups.
- Conduct periodic assessments of the poverty needs and condition within their community and serve as a principal source of information or inventory of community resources.
- Conduct needs assessments, including data analysis and community and individual surveys.
- Identify gaps in services and unmet needs, based upon the results of the needs assessments and surveys.
- Develop goals and strategies that when implemented will empower low-income people, reduce poverty, increase self-sufficiency and improve conditions and opportunities within the community that support family stability and advancement.

- Provide, arrange, coordinate and encourage the development and implementation of a wide range of services aimed at furthering the goals of the CSBG Act.
- Mobilize and coordinate programs and resources within the organization.
- Partner with public and private service providers to achieve family and community improvement goals.
- Initiate program planning and implementation, including the administration of programs, solicitation of funds through grants and contracts and coordination of programs and services with other government and community based organizations to improve outcomes and avoid duplication.
- Maintain an outcome based system for assessing and reporting the effectiveness of its anti-poverty strategies in terms of results achieved among low-income people and communities.
- Comply with Results Oriented Management and Accountability (ROMA) Goals and National Performance Indicators.
- Perform community planning functions.
- Utilize an outcome based performance measurement systems to identify program objectives, track performance and report on the success of programs undertaken.
- Collect data and report on activities as set forth in the resultant contract between the Department and the successful applicant.

In addition to CSBG funding the CAA shall receive HSI funding. The receipt of that funding shall require the CAA to:

- Comply with the Principles of ROMA-based Case Management in CT CAAs, Principles of MIS for ROMA Implementation and Principles of ROMA Implementation in CT.

- Comply with the contractual requirements of the HSI program as set forth in the resultant contract, embedded in the following hyperlink, CSBG template.

- Utilize the Department's Eligibility Management System (EMS) – read only access to assist current and potential DSS clients with application assistance for SNAP, TFA, HUSKY, etc.

The HSI service delivery model is a coordinated, statewide social service delivery approach that serves customers more efficiently, identifies barriers and gaps in services and tracks outcomes to determine how customers are doing as a result of the services provided. The CAA will be required to utilize one of the four (4) existing systems used by the existing CAA's to capture and report the required data. While no other systems will be considered as acceptable, the successful applicant may utilize a portion of the designated HSI funds to cover system costs.

Further, the Department, the Connecticut Association for Community Action (CAFCA) and the current CAAs are working to improve statewide data processing system efforts to support the implementation and operation of ROMA, HSI and other programs administered by the CAA's, such as LIHEAP, through a Web-based Case Management System. The new CAA will be expected to join these efforts. The Web-based information system will be utilized by the CAA to maintain and track client level demographics, service and outcome data among the CAA's network and programs.

**D. Program Activities**

CSBG funds may be used to support activities that are designed to assist low-income individuals and families to become fully self-sufficient and to accomplish the following six (6) national goals:

**Goal 1:** Low-income people become more self-sufficient
**Goal 2:** The conditions in which low-income people lives are improved
**Goal 3**: Low-income people own a stake in their community
**Goal 4:** Partnerships among supporters and providers of services to low-income people are achieved
**Goal 5:** Agencies increase their capacity to achieve results
**Goal 6**: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

These can be attained by the following:

1. Strengthen community capabilities for planning and coordinating the use of a broad range of federal, state, local and private assistance resources designed to eliminate poverty, so that these support systems can be used in a manner that is responsive to meet the needs and conditions of the communities within the catchment area.

2. Organize and directly or indirectly through contracted service providers, provide a broad range of services designed to address the needs of low-income families and individuals, so that such services may have a measurable and positive impact on addressing the causes of poverty in the community and may assist families and individuals toward the goal of achieving self-sufficiency.

3. Initiate and encourage the development and implementation of innovative and proven community-based approaches to attack the causes and effects of poverty and community breakdown.

4. Empower the residents of the communities within the catchment area to express the unique concerns and needs within their communities.

5. Promote and encourage maximum participation from the residents of the communities within the catchment area, including those served by programs supported through the CSBG program. Expand the community resource base of programs and services directed toward the elimination of poverty, to secure an enhanced provision of services for private religious, charitable and neighborhood-based organizations as well as citizens, business, labor and other professional groups capable of providing quality services for the poor.

A CAA is required to provide services to the target population within its catchment area that are designed to meet the needs of the target population.

Target Population Income Eligibility:

Services supported by CSBG funding shall be targeted for households within the catchment area that are at or below 125% of the federal poverty level. The CAA designated through this

RFA shall be required to determine income eligibility for all new clients, and shall on an annual basis, validate income eligibility on all active clients.

The CAA designated through this RFA shall provide CSBG funded services to clients who have reported household incomes at, or below, 125% of the Federal Poverty Level Income guidelines. HSI services shall be supported equally through two (2) funding streams – Social Services Block Grant-Temporary Assistance for Needy Families, (SSBG-TANF) and state funds. Income eligibility requirements for providing Client households with minor children HSI services supported by SSBG-TANF funds are 200% of the Federal Poverty Level. The CAA designated through this RFA shall be required to capture household income. The CAA designated through this RFA shall be required to provide HSI services supported by state funds to households within the catchment area regardless of reported household income and household composition.

CSBG and HSI services and program activities shall target the effects of poverty and positively impact the low-income populations. The CAA designated through this RFA shall administer services and programs that are designed to:

a. Achieve self-sufficiency and solve problems that hinder the achievement of self-sufficiency.

b. Secure and retain meaningful employment.

c. Attain an adequate education with particular attention to improving literacy skills.

d. Improve client/family income management skills.

e. Obtain and maintain adequate housing and a suitable living environment.

f. Obtain emergency assistance through loans, grants and/or other means to meet immediate and urgent family or individual needs. To provide, on an emergency basis, for the provision of appropriate supplies and services, nutritious food products and related services as may be necessary to counteract conditions of starvation and malnutrition among the poor.

g. Increase participation in the affairs of the community including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations and other public and private partners to:

    i. Document best practices based on successful grassroots intervention in urban areas and develop methodologies for widespread replication.

    ii. Strengthen and improve relationships with local law enforcement agencies that may include participation in activities such as neighborhood or community policing efforts.

    iii. Develop programs that address the needs of children and adolescents in low-income communities.

h. If directed by the Department the CAA designated through this RFA will coordinate employment and training activities with local workforce investment systems established under the Federal Workforce Investment Act of 1998.

i. The CAA designated through this RFA shall coordinate with established community service support programs with related purposes to supplement the program services provided directly or indirectly through the CAA as set forth in the resultant contract. .

**E. Networking**

CAAs are intended to be one of the main focal points for coordination and networking among agencies that address the problem of poverty in all of its forms. The Department expects the CAA designated through this RFA, if not already a member of CAFCA, to join CAFCA and be an active participant in that organization's efforts to develop statewide solutions to common problems as well as meeting common state and federal recording keeping and reporting requirements.

**F. Resources Available for Carrying Out the Mission of the Agency**

CAAs are eligible entities under the CSBG Act, and as such are entitled to a share of the state's CSBG allocation. Each agency's share is determined by a formula negotiated between the Department and the CAAs as a group. In Federal Fiscal Year 2014, the Greater Stamford catchment's share of CSBG funding was $ 362,258.00.

In addition to CSBG funding, each CAA receives an allocation from the state's HSI program. For Federal Fiscal Year 2014, Greater Stamford catchment's share of HSI funding was $407,683.00.

CAA's have considerable discretion how these funds will be spent. They must follow federal and state cost standards, as well as guidance from United States Health and Human Services and the Department. These funds may be used for either administration or/and program support, or for the provision of direct services. The CAA designated through this RFA may also enter into a separate contract with the Department to administer the LIHEAP program in the Greater Stamford catchment area. Finally, each CAA obtains funds through grants and contracts to administer specific programs. These programs fall into such categories as: linkages; activities aimed at promoting employment; childhood development; education; income management; housing; emergency services; nutrition and prevention and intervention for youth at risk.

**G. Organizational Standards**

March 24, 2014, HHS issued a draft informational memorandum concerning a comprehensive set of organizational standards, developed by the CSBG Organizational Standards COE. This has been established to ensure that all CSBG eligible entities have the capacity to provide high-quality services to low-income individuals and communities. The COE-developed organizational standards are organized into three (3) thematic groups: maximum feasible participation, vision and direction and operations and accountability. They are tailored for use by both private and public eligible entities. Although not yet finalized, once issued, CAAs will be expected to comply with these standards.

## H. Program Reporting

All entities receiving CSBG/HSI funds are required to submit the following information and reports to DSS.

1. **Community Action Plan**: A Community Action Plan (CAP) with two (2) updates to the CAP. The CAP shall include a community-needs assessment for the community served. Note: The CAA designated through this RFA shall be required to submit a CAP within three (3) months after the start of the contract, and by June 30th of every year thereafter.

2. **CSBG Management Information System Report**: For the annual federally mandated CSBG MIS Report, the CAA designated through this RFA shall be required to electronically submit data to CAFCA no later than January 31st of each calendar year for the preceding federal fiscal year (October 1 – September 30).

3. **CSBG/National Performance Indicators**: There are six (6) mandated goals for which CSBG entities are required to collect data and report outcomes. The CAA designated through this RFA shall be required to document and report the outcomes achieved on the following CSBG National Goals on a bi-annual and annual basis:

   **Goal 1:** Low-income people become more self-sufficient
   **Goal 2:** The conditions in which low-income people lives are improved
   **Goal 3**: Low-income people own a stake in their community
   **Goal 4:** Partnerships among supporters and providers of services to low-income people are achieved
   **Goal 5:** Agencies increase their capacity to achieve results
   **Goal 6**: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

4. **Annual Profile of Services Survey**. The CAA designated through this RFA shall be required to submit its Annual Profile of Services Survey to CAFCA, electronically, no later than June 30 of each year during the contract period. The Profile of Services Survey describes, among other things, services provided by the CAA and applicable funding sources.

5. **Quarterly ROMA/HSI Report**. The CAA designated through this RFA shall be required to submit a quarterly ROMA/HSI report to the Department's program representative. The report shall be generated from data collected through the resultant contractor's web - based information and case management system within fifteen (15) days of the end of each quarterly period. In addition to the system generated report, the resultant contractor shall submit a narrative summary discussing the report's details.

6. **Board of Director Meeting Materials.** The CAA designated through this RFA shall be required to submit to the Department a copy of the board packet that is distributed to each board member, no later than seven (7) days after the date of the meeting. The board packet shall include, but may not be limited to, the minutes from the previous meeting and copies of all documents that were distributed at the meeting, including financial statements.

## I. Tripartite Board / Advisory Requirement

Tripartite Board requirements are governed by federal and state regulations. Before DSS can designate any entity as the CAA for the Greater Stamford catchment area, the entity must have established and be governed by a tripartite board of directors who are seated through a democratic selection process and must meet all of the legal requirements of federal and state CSBG law. Organizations responding to this RFA must currently meet or be willing and able to restructure their board to meet the tripartite board requirement. The absence of a tripartite board or the inability to establish a tripartite board will prevent the organization from receiving CAA designation.

42 USC §9910 Tripartite Boards, requires the membership of the board to comply with the following:

- At least one-third (1/3) of the members of the board must be elected public officials, holding office on the date of selection, or their representatives.

- Not fewer than one-third (1/3) of the members must be persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served and

    - Each representative of low-income families selected to represent a specific neighborhood must reside in the neighborhood represented by the member.

- The remainder of the members must be officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served.

**Section 17b-886 of the Connecticut General Statutes sets for the state requirements for the membership of the CAA's board.**

Sec. 17b-886. Agency Board.

1. Each CAA shall administer its program through a community action board which shall consist of not more than fifty-one and not less than fifteen members and shall be so constituted that:

    a. One-third (1/3) of the members of the board are elected public officials currently holding office, or their designees, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership of the board, membership on the board of appointive public officials may be counted in meeting such one-third requirement.

    b. At least one-third (1/3) of the members of the board are persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served.

c. The remainder of the members of the board are officials or members of business, industry, labor, religious, welfare, education or other major groups and interests in the community.

2. Each member of the board selected to represent a specific geographic area within a community shall reside in the area he/she represents.

In order to qualify as a CCA, applicants must demonstrate that they presently meet or can establish a board that can meet the tripartite requirements. Any application which does not demonstrate the presence of or ability to establish the tripartite board will be considered non-responsive and the applicant will be disqualified without further review. CAA designation shall be effective January 1, 2015 and will be ongoing, subject to continued compliance with Community Services Block Grant Act (42 U.S.C. 9901, et. seq.). Conditions for corrective action; termination and reduction of CSBG funding are outlined in Section 9915 of the CSBG Act.

**J. Fiscal Reports**

The CAA designated through this RFA shall be required to submit expenditure reports to DSS quarterly reflecting actual expenditures incurred.

## III. GENERAL INSTRUCTIONS

### A. APPLICATION 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. Applicants, prospective applicants, and other interested parties are advised that any communication with any other employee(s) (including appointed officials) of the Department or personnel under contract to the Department about this RFA is strictly prohibited. Applicants or prospective applicants who violate this instruction may risk disqualification from further consideration.

   Name: Crystal Redding, Contract Administration and Procurement
   Address: State of Connecticut, Department of Social Services
   55 Farmington Avenue, Hartford, CT 06105
   Phone: 860-424-5234
   E-Mail: **Crystal.Redding@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 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
   www.ct.gov/dss/cwp/view.asp?a=2345&q=304920&dssNav=

   State Contracting Portal
   http://das.ct.gov/cr1.aspx?page=12

   It is strongly recommended that any applicant or prospective applicant 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. **Procurement Schedule.** See below. The Department may amend the schedule, as needed. Any change will be made by means of an addendum to this RFA and will be posted on the State Contracting Portal and the Department's RFP Web Page.

| | |
|---|---|
| RFA Released: | August 11, 2014 |
| Deadline for Questions: | September 10, 2014, 2:00 p.m. Eastern Time |
| Bidders' Conference: | September 16, 2014 10:00 – 12:00 |
| Answers Released (tentative): | September 26, 2014, 2:00 p.m. Eastern Time |
| Mandatory Letter of Intent Due: | October 1, 2014, 2:00 p.m. Eastern Time |
| Technical Assistance Webinar: | TBD |
| Applications Due: | November 3, 2014, 2:00 p.m. Eastern Time |

4. **Bidders' Conference:** The Department will hold an optional Bidders' Conference on Tuesday, September 16, 2014 from 10:00 am – 12:00 pm at the Stamford Government Center located at 888 Washington Boulevard Stamford, CT 06901. The purpose of the Bidders' Conference is to allow potential applicants the opportunity to ask clarifying questions pertaining to the requirements of the RFA. A court reporter will capture and transcribe the conference and the questions raised at the conference will be posted as an addendum to this RFA. Applicants are asked to advise the Department's Official Contact identified in Section 1 above of your intention to attend this Bidders' Conference no later than Friday, September 11, 2014.

5. **Mandatory Letter of Intent.** Prospective applicants are required to submit a Letter of Intent (LOI). While the LOI is non-binding and does not obligate the sender to submit an application, failure to state the intention to submit an application by the specified date will disqualify the application from consideration. The LOI must be submitted to the Official Contact by e-mail (preferred) or U.S. mail by the deadline established in the Procurement Schedule.

6. **Inquiry Procedures.** All questions regarding this RFA or the 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 will be answered. However, questions will not be answered when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to 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 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 answers to questions will be released on the date established in the Procurement Schedule. Any and all amendments or addenda to this RFA will be published on the State Contracting Portal and on the Department's RFP Web Page. At its discretion, the Department may distribute any amendments and addenda to this RFA to prospective applicants who submitted a Letter of Intent. **Applications must include a signed Addendum Acknowledgement, which will be placed at the end of any and all addenda to this RFA.**

7. **Multiple Applications.** The submission of multiple applications is not an option with this procurement.

8. **Declaration of Confidential Information.** Applicants 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 an applicant deems that certain information required by this RFA is confidential, the applicant must label such information as CONFIDENTIAL. In Section C of the application submission, the applicant must reference where the information labeled CONFIDENTIAL is located in the application. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the applicant 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 applicant 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).

9. **Conflict of Interest - Disclosure Statement.** Applicants must include a disclosure statement concerning any current business relationships (within the past 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 applicant 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 an applicant tries to influence, or succeeds in influencing, the outcome of an official decision for its personal or corporate benefit. The Department will determine whether any disclosed conflict of interest poses a substantial advantage to the applicant 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, an applicant must affirm such in the disclosure statement: *"[name of applicant] has no current business relationship (within the past three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

## ■ B. APPLICATION FORMAT

1. **Required Outline.** All applications must follow the required outline presented in Appendix A – CSBH/HSI Application. Applications that fail to follow the required outline will be deemed, at the discretion of the Department, non-responsive and not evaluated.

2. **Cover Sheet.** The **Cover Sheet** is Page 1 of the application. Applicants must complete and submit the Cover Sheet form, which is embedded in Appendix A – CSBH/HSI Application.

3. **Table of Contents.** All applications must include a Table of Contents that conforms to the required application outline. (See Appendix A – CSBH/HSI Application)

4. **Executive Summary.** Applications must include a high-level summary, not exceeding one (1) single-sided page, of the main proposal. The Executive Summary shall include evidence that the applicant is:

   a. Geographically located in, contiguous to, or in reasonable proximity to the Greater Stamford County catchment area;
   b. Currently providing a broad range of services designed to eliminate the causes of poverty and foster self-sufficiency in the Greater Stamford County catchment area, consistent with the needs identified by a community-needs assessment; and
   c. Existence of or ability to establish a Board of Directors or Town Council, if necessary, that complies with the tripartite board requirement or tripartite board/advisory requirement for public organizations.

   The Department will not evaluate applications from organizations that do not meet these minimum qualifications.

5. **Attachments.** Attachments other than the required Appendices and Forms identified in Appendix A are not permitted and will not be evaluated. Further, the required Appendices and Forms must not be altered or used to extend, enhance or replace any

requirement of this RFA. Failure to abide by these instructions will result in disqualification. If any of the required Appendices and Forms identified in Appendix A are not compatible with Microsoft Office Word or Microsoft Office Excel, they must be scanned and submitted in Portable Document Format (PDF) or similar file format.

6. **Style Requirements.** The application must conform to the following specifications:

| | |
|---|---|
| Font Size: | Minimum of 11-point |
| Font Type: | Arial or Tahoma |
| Margins: | All margins shall be one inch (1") |
| Line Spacing: | Single-spaced |

## C. EVALUATION OF APPLICATIONS

1. **Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of applications received in response to this RFA. When evaluating applications, negotiating with successful applicants, and offering the right to negotiate a contract, the Department will conform to the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85) and the Department's written procedures for POS procurements (pursuant to C.G.S. § 4-217).

2. **Evaluation Team.** An Evaluation Team will be designated to evaluate applications submitted in response to this RFA. The contents of all submitted applications, including any confidential information, will be shared with the Evaluation Team. Only applications found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Applications that fail to comply with all instructions will be rejected without further consideration. Attempts by any applicant (or representative of any applicant) to contact or influence any member of the Evaluation Team may result in disqualification of the application.

3. **Minimum Submission Requirements.** All applications must comply with the requirements specified in this RFA. To be eligible for evaluation, (a) the applicant must submit the requisite letter of intent by the prescribed due date; (b) the application must be received by the Department on or before the due date and time; (c) the submission must meet the Application Format requirements; (d) the submission must follow the required Application Outline; and (e) the submission must be complete. The failure to submit a letter of intent or to submit an application that fails to follow instructions or satisfy these minimum submission requirements will not be reviewed. Any application that deviates significantly from the requirements of this RFA will be rejected.

4. **Evaluation Criteria (and Weights).** Applications 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 applications. Only the criteria listed below will be used to evaluate applications. The criteria are weighted according to their relative importance. The weights are confidential.

   As part of its evaluation of the Staffing Requirements, the Evaluation Team will consider the applicant's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10)

5. **Applicant Selection.** Upon completing its evaluation of applications, the Evaluation Team will submit the rankings of all applications to the Department head. The final selection of a successful applicant is at the discretion of the Department head. Any applicant selected will be so notified and offered an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. All unsuccessful applicants will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and applicant selection process.

6. **Debriefing.** After receiving notification from the Department, any applicant may contact the Official Contact and request a Debriefing of the procurement process and its application. If applicants 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 information concerning other applications, 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 applicants about the outcome of the competitive procurement, applicants may submit an Appeal. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. Applicants may appeal any aspect of the 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 applicant must include the basis for the Appeal and the remedy requested. The filing of an Appeal shall not be deemed sufficient reason 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 Office of the Attorney General.

## IV. MANDATORY PROVISIONS

### A. STANDARD CONTRACT, PARTS I AND II

*By submitting an application in response to this RFA, the applicant 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.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the contract. The latest revision of **Part II Mandatory Terms and Conditions** is provided as a hyperlink. 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 applicant (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, an applicant implicitly gives the following assurances:*

1. **Collusion.** The applicant represents and warrants that it 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 applicant further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the applicant's application. The applicant also represents and warrants that the submitted application is in all respects fair and is made without collusion or fraud.

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

3. **Competitors.** The applicant assures that the submitted application is not made in connection with any competing organization or competitor submitting a separate application in response to this RFA. No attempt has been made, or will be made, by the applicant to induce any other organization or competitor to submit, or not submit, an application for the purpose of restricting competition. The applicant 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 applicant knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.

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

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

## ■ C. TERMS AND CONDITIONS

*By submitting an application in response to this RFA, an applicant 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.** The State shall not assume any liability for expenses incurred by an applicant in preparing, submitting, or clarifying any application submitted in response to this RFA.

3. **Exclusion of Taxes.** The State is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Applicants 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 Application.** No additions or changes to the original application will be allowed after submission. While changes are not permitted, the Department may request and authorize applicants to submit written clarification of their applications, in a manner or format prescribed by the Department, and at the applicant's expense.

6. **Supplemental Information.** Supplemental information will not be considered after the deadline for submission of applications, unless specifically requested. An applicant may be asked to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in an application. 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 applicants invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per applicant.

7. **Presentation of Supporting Evidence.** If requested, an applicant 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 RFA. At its sole discretion, the Department may also check or contact any reference provided by the applicant.

8. **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 confer any rights on any applicant unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the applicant and the State 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 applicant or for payment of services under the terms of the contract until the successful applicant 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, an applicant 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 State.

2. **Amending or Canceling RFA.** The State reserves the right to amend or cancel this RFA on any date and at any time, if the State deems it to be necessary, appropriate, or otherwise in its best interests.

3. **No Acceptable Applications.** 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. **Offer and Rejection of Applications.** The Department reserves the right to offer in part, and/or to reject any and all applications in whole or in part, for misrepresentation or if the application 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 application of any applicant who submits an application 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 offered 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 applicant(s) for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFOs) on cost from applicants. The Department may set parameters on any BFOs received.

7. **Clerical Errors in Offer.** The State reserves the right to correct inaccurate offers resulting from its clerical errors. This may include, in extreme circumstances, revoking

the offering of the right to negotiate a contract already made to an applicant and subsequently offering the right to negotiate a contract to another applicant. 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 applicant is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the applicant.

8. **Key Personnel.** When the State is the sole funder of a purchased service, the State reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The State also reserves the right to approve replacements for key personnel who have terminated employment. The State further reserves the right to require the removal and replacement of any of the applicant's key personnel who do not perform adequately, regardless of whether they were previously approved by the State.

## ■ E. STATUTORY AND REGULATORY COMPLIANCE

*By submitting an application in response to this RFA, the applicant 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). Applicants are generally advised not to include in their applications any confidential information. If the applicant indicates that certain documentation, as required by this RFA in Section I.C.12 above, 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 applicant has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While an applicant 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.** Connecticut 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. Detailed information is available on CHRO's web site at Contract Compliance.
IMPORTANT NOTE: The applicant must upload the Workplace Analysis Affirmative Action Report into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting an application in response to this RFP. More information about uploading standard contract documents is embedded in this section as a hyperlink. **The applicant shall also provide this document in the original binder.**

3. **Consulting Agreements, C.G.S. § 4a-81.** Applications 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 application. 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 applicant must upload the Consulting Agreement Affidavit (OPM Ethics Form 5) into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting an application in response to this RFA. More information about uploading standard contract documents is embedded in this section as a hyperlink. **The applicant shall also provide this document in the original binder.**

4. **Limitation on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC § 1352.** A responsive application shall include a Certification Regarding Lobbying form, which is embedded in this section as a hyperlink, attesting to the fact that none of the funds appropriated by any Act may be expended by the recipient of a federal contract, grant, loan, or cooperative agreement to pay 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: (A) awarding of any federal contract; (B) making of any federal grant; (C) making of any federal loan; (D) entering into of any cooperative agreement; or (E) extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. **The applicant shall also provide this document in the original binder.**

5. **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 an applicant is offered an opportunity to negotiate a contract with an anticipated value of $50,000 or more in a calendar or fiscal year, the applicant must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and Connecticut 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 applicant must upload the Gift and Campaign Contributions Certification (OPM Ethics Form 1) into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to contract execution. More information about uploading standard contract documents is embedded in this section as a hyperlink. **The applicant shall also provide this document in the original binder.**

6. **Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If an applicant is offered an opportunity to negotiate a contract, the applicant must provide the State with *written representation* or *documentation* that certifies the applicant 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 Connecticut 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 applicant must upload the Nondiscrimination Certification into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to contract execution. More information about uploading standard contract documents is embedded in this section as a hyperlink. **The applicant shall also provide this document in the original binder.**