Addendum 1

State of Connecticut Department of Social Services
Research and Evaluation of Community Based Programs
Request for Proposals RE_1107_RFP

The State of Connecticut Department of Social Services is issuing Addendum 1 to the Research and Evaluation of Community Based Programs Request for Proposals. In the event of any inconsistency between information provided in the RFP and information in this addendum, the information in this addendum shall control.

Addendum 1 contains clarification of: Part II. OVERVIEW OF THE PROCUREMENT PROCESS, L. RESPONDENT ASSURANCES AND ACCEPTANCE, 7. Discovery of a Conflict of Interest.

7. **Discovery of a Conflict of Interest:** The Respondent certifies that it shall immediately disclose any situation to the Department's Contract Administrator where the Respondent (if selected as the RE contractor) becomes aware of an existing, potential, or perceived conflict that may compromise its objective provision of services under the resultant contract. The Department's Contract Administrator will determine the necessary remedy.

   To further ensure the avoidance of an actual Conflict of Interest or the appearance of a Conflict of Interest, Respondents must not have a relationship of any type or be related in any way to any of the Department of Social Services' current contractors for the Nurturing Families Network program, Help Me Grow program, Family School Connection program, or Healthy Start program, as such a relationship could present a conflict of interest and diminish the contractor's ability to objectively evaluate all programs.

Addendum 1

State of Connecticut Department of Social Services
Research and Evaluation of Community Based Programs
Request for Proposals RE_1107_RFP

Addendum 1 issued November 17, 2011

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 Social Services

Research and Evaluation of Community Based Programs

Request for Proposals

The Department of Social Services/Children's Trust Fund (DSS/CTF) or Department, has issued this Request for Proposals (RFP) to obtain proposals from eligible organizations to conduct comprehensive research and evaluation of CTF programs.

CTF programs provide funding for community-based services, training, and technical assistance to prevent child abuse and neglect and to ensure the positive growth and development of children. In response to this RFP the Department is seeking to identify a public or private organization with the necessary expertise to conduct performance monitoring, process evaluation, outcome evaluation, and specifically designed research of CTF programs.

Eligible Respondents shall be:

- Public or private organizations with their principal place of business located in Connecticut.

Qualified Respondents must have no less than **five (5) years** of **demonstrated experience providing research and evaluation services** to include experience and capabilities in each of the following areas:

- Proposing research designs providing similar services;
- Providing sufficient staff including managerial and administrative support to implement the required research and evaluation services, including the ability to meet Data/Technology and Report Requirements; and
- Engaging and supporting multiple stakeholders within and served by similar programs.

The resultant contract period is expected to begin July 1, 2012 and end June 30, 2015 with the option for two one-year extensions at the discretion of the Department.

Respondents planning to respond to this RFP may submit a Letter of Intent (LOI) to the Department no later than 3:00 PM Eastern Standard Time (EST) on December 7, 2011. Proposal submissions must be received in hand, by the Department, no later than 3:00 PM EST on **December 21, 2011**.

Proposal submissions received after the stated due date and time may be accepted by the Department as a clerical function but will not be evaluated. Proposals that are not evaluated shall be retained for thirty days after the resultant contract is executed, after which the proposals will be destroyed or retained for pick-up by the submitters, upon notification from the Department.

To download this RFP, access the State's Procurement/Contracting Portal at the State of Connecticut Department of Administrative Services' Procurement Services Home Page at **http://das.ct.gov/Director.aspx?Page=12** or call or write:

Marcia McDonough
Department of Social Services
Contract Administration
25 Sigourney Street
Hartford, CT 06106
Telephone: 860-424-5214
Fax: 860-424-5800
E-mail: Marcia.McDonough@ct.gov

The RFP is also available on the Department's website at
http://www.ct.gov/dss/cwp/view.asp?a=2345&q=304920&dssNav=

The Department of Social Services is an Equal Opportunity/Affirmative Action Employer. Questions or requests for information in alternative formats must be directed to the Contract Administration Office at 860-424-5214. Persons who are deaf or hearing impaired may use a Telecommunications Device for the Deaf, (TDD), by calling 1-800-842-4524.

The Department of Social Services reserves the right to reject any and all proposals or cancel this procurement at any time if it is deemed in the best interest of the State.

Preface to the Request for Proposals

Part I. **Background Information and Program Objectives** contains information about the Department, its goals and objectives, and an overview of critical consumer programs.

Part II. **Overview of the Procurement Process** provides the sequence and steps in the Department's procurement process.

Part III. **Proposal Format Requirements and Instructions** provides instructions to prospective Respondents on how to submit a proposal.

Part IV. **Proposal Contents** defines the proposal responses. Respondents to the RFP must provide their proposals in three (3) sections with specified subsections.

1. Section One of the Respondent's proposal must contain the requirements for transmittal statements and acceptance.

2. Section Two of the Respondent's proposal must contain information about the Respondent's organization and personnel and the requirements for the Scope of Services, Work Plan, Staffing Requirements, Data Technology, Report Requirements and Subcontractor, if applicable. This section identifies specific issues the resultant contractor will need to address and seeks information about how the Respondent will resolve or approach these issues. It also allows the Respondent to tell the Department about itself and how it would "fit" as a partner with the Department.

3. Section Three of the Respondent's proposal is the Business Cost Proposal that must contain all information related to the cost of the proposal**.**

Part V. **Proposal Evaluation** describes the process the Department will use to evaluate the proposals.

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I. BACKGROUND INFORMATION AND PROGRAM OBJECTIVES

A. Children's Trust Fund and Research and Evaluation of Community Programs

The Department of Social Services/Children's Trust Fund Division (DSS/CTF) or Department is the State's lead agency for the prevention of child abuse and neglect. The Department invests in several major initiatives that help ensure the positive growth and development of children by helping to support and strengthen families – especially those for whom the risk of abuse and neglect is very real. CTF programs reach more than 15,000 families every year.

The Department is seeking proposals to conduct comprehensive research and evaluation of CTF programs. CTF programs provide funding for community-based services, training, and technical assistance to prevent child abuse and neglect and to ensure the positive growth and development of children. In connection with this program, CTF is seeking to identify a public or private organization with the necessary expertise to conduct performance monitoring, process evaluation, outcome evaluation, and specifically designed research of CTF programs. The successful Respondent will be responsible for developing research and evaluation designs to evaluate the effectiveness of CTF programs using the most appropriate, validated instruments and tools. The successful Respondent will also be responsible for creating internal protocol and procedures for ensuring data is properly analyzed and reported for established and new program sites that track program participants. Responsibilities include, but are not limited to: program site visits; training and technical assistance for CTF and funded program staff; and quarterly and annual research and evaluation reports.

B. Overview of the Department of Social Services

The Department of Social Services provides a broad range of services to the elderly, persons with disabilities, families, and individuals who need assistance in maintaining or achieving their full potential for self-direction, self-reliance, and independent living. It administers more than 90 legislatively authorized programs and one third of the State budget. By statute, it is the State agency responsible for administering a number of programs under federal legislation, including the Rehabilitation Act, the Food Stamp Act, the Older Americans Act, and the Social Security Act. The Department is also designated as a public housing agency for the purpose of administering the Section 8 program under the federal Housing Act.

The Department is headed by the Commissioner of Social Services, and there is a Deputy Commissioner for programs. There is a regional administrator responsible for each of the three service regions. By statute, there is a statewide advisory council to the Commissioner, and each region must have a regional advisory council.

The Department administers most of its programs through offices located throughout the state. For the other programs, services are available through 12 offices located in the three regions, with central office support located in Hartford. In addition, many services funded by the

Department are available through community-based agencies, including the 156 senior centers throughout Connecticut. The Department has out-stationed employees at hospitals to expedite Medicaid applications, and funds Healthy Start sites, which can accept applications for Medicaid for pregnant women and young children. Many of the services provided by the Department are available via mail or telephone call.

There are two entities attached to the Department for administrative purposes only, the Child Day Care Council and the Bureau of Rehabilitation Services. The Bureau of Rehabilitation Services is comprised of the Bureau of Rehabilitation Services, Commission on Deaf and Hearing Impaired, Board of Education and Services for the Blind, the driver training program for persons with disabilities formerly at the Department of Motor Vehicles, and the rehabilitation programs for employees suffering compensable injuries, which have disabled them from performing their customary or most recent work, formerly at the Workers Compensation Commission.

Department Mission

The Connecticut Department of Social Services provides a continuum of core services to:

- Meet basic needs of food, shelter, economic support, and health care
- Promote and support the choice to live with dignity in one's own home and community
- Promote and support the achievement of economic viability in the workforce

We gain strength from our diverse environment to promote equal access to all Department programs and services.

Department Vision

The Connecticut Department of Social Services is people working together to support individuals and families to reach their full potential and live better lives. We do this with humanity and integrity.

C. Overview of the Program's Requirements

1. Create research and evaluation designs to evaluate the effectiveness of CTF programs using the most appropriate, validated instruments and tools.
2. Conduct annual process evaluation, outcome evaluation, and specifically designed research for 50 Nurturing Families Network (NFN) and Family School Connection community-based program sites that perform multiple functions statewide, the statewide Help Me Grow system and the Healthy Start program.
3. Track program participants for established and new program sites.
4. Learn and understand the existing web-based system that is owned and maintained by DSS to better train program staff to use and monitor the information submitted by multiple sites and to adequately handle questions from the multiple sites.

5. Work with CTF to extract data from the Help Me Grow and Department of Children and Families databases to enhance research efforts.
6. Analyze data and prepare quarterly narrative and statistical reports on program performance including but not limited to individual site ratings of research compliance.
7. Conduct program site visits.
8. Provide training and technical assistance for CTF staff and, as requested, CTF's contractors, on research methodology and procedures and data gathering analysis, and application.
9. Develop and/or actively participate on Continuous Quality Improvement Teams and Research Committees for CTF programs.
10. Prepare midyear and annual reports to the state legislature and other parties on the establishment, implementation, and progress of CTF programs using Results Based Accountability (RBA), particularly as it relates to Connecticut state agencies and the Connecticut General Assembly.
11. Prepare and deliver presentations to multiple stakeholders and participate in decision-making to improve program implementation and effects and to inform program and policy development.
12. Design and implement a three-year research project on the outcomes of the Nurturing Families Network on child outcomes including health and development and school readiness per year.
13. Prepare special reports on request.
14. Collect data that will be used to determine the claim and bill for Medicaid reimbursement in accordance with the policies, procedures and timetable in the Children's Trust Fund agreement with the Department of Social Services for this purpose.
15. Accept data from DSS' existent web-based systems in a file format to be determined by the Department.

D. Resource Library

The Department encourages Respondents to read the report information related to these programs:

- Family School Connection Final Report
- Help Me Grow Annual Evaluation Report
- Nurturing Families Network Annual Evaluation Report
- Healthy Start Program Evaluation Report

Report information related to these programs can be viewed using the following hyperlinks:

Go to: www.ct.gov/ctf

Click on: Research

Go to: www.ct.gov/ctf

Click on: Publications

For detailed information on CTF Programs, go to www.ct.gov/ctf, click on "Programs and Services."

E. RESPONDENT QUALIFICATIONS`

Qualified Respondents must have no less than **five (5) years** of **demonstrated experience providing research and evaluation services** to include experience and capabilities in each of the following areas:

- Proposing research designs providing similar services;
- Providing sufficient staff including managerial and administrative support to implement the required research and evaluation services, including the ability to meet Data/Technology and Report Requirements; and
- Engaging and supporting multiple stakeholders within and served by similar programs.

II. OVERVIEW OF THE PROCUREMENT PROCESS

A. ISSUING OFFICE AND CONTRACT ADMINISTRATION

The Department of Social Services is issuing this RFP through its Office of Contract Administration - Procurement Unit. The Contract Administration - Procurement Unit is the Issuing Office for this procurement and is the only contact in the State of Connecticut for this procurement. The integrity of the procurement process is based in part on ensuring that all potential and intended Respondents be afforded the same information and opportunities regarding the terms of the procurement. Therefore, it is incumbent on the Issuing Office to monitor, control, and release information pertaining to this procurement. Potential and intended Respondents are advised that they must refrain from calling or writing any other office within the State of Connecticut or any other State employee with questions or comments related to this procurement. Potential and intended Respondents who call or write others within the State of Connecticut with questions or issues pertaining to this procurement may risk disqualification from consideration. Decisions regarding such disqualification will be made by the Department of Social Services' Contract Administrator within the Issuing Office, after consultation with the Office of the Commissioner. The contact information for the Issuing Office is:

Marcia McDonough
Contract Administration
Department of Social Services
25 Sigourney Street, Hartford, CT 06106
Phone: (860) 424-5214 - Fax: (860) 424-5800
E-mail: marcia.mcdonough@ct.gov

All questions, comments, proposals, and other communications with the Issuing Office regarding this RFP must be submitted in writing directed to the Issuing Office and must be clearly

identified as pertaining to the Research and Evaluation of Community Based Programs Request for Proposals, (**RE RFP).**

Any material received that does not so state its RFP-related contents will be opened as general mail.

B. PROCUREMENT SCHEDULE

Milestones	Ending Dates
RFP Released	**November 7, 2011**
Questions Due 3:00 PM EST	November 23, 2011
Responses to Questions (tentative)	November 30, 2011
Non-Mandatory Letter of Intent Due	December 7, 2011
Proposals Due by 3:00 PM EST	**December 21, 2011**
Successful Respondent Announced	TBD
Contract Negotiations Begin	TBD
Contract Work Begins	**July 1, 2012**

C. RESPONDENTS' QUESTIONS

The Department will not sponsor a Respondents' Conference with regard to this RFP. Instead, the Department encourages Respondents to submit written questions.

The Department will accept written questions submitted to the Issuing Office by 3:00 PM EST on November 23, 2011. Questions may be submitted to the Issuing Office by facsimile at (860) 424-5800, e-mail at marcia.mcdonough@ct.gov or mail directed to the Issuing Office at the address listed in this RFP. All questions sent by mail or facsimile must also be provided on a disk (Microsoft® Word 6.0, 2003) and received by the Issuing Office by 3:00 PM EST on November 23, 2011.

The Department will not respond to questions that do not meet the deadline and criteria listed above. The responses to questions will be presented in an addendum to this RFP and posted by the Department to the DAS State Contracting Portal and the Department's website.

D. LETTER OF INTENT

Interested Respondents may submit a Letter of Intent (LOI) to the Issuing Office to advise the Department of its intention to present a proposal in response to this RFP. The LOI should be directed to the Issuing Office by 3:00 PM EST on December 7, 2011. The LOI may be sent via mail, e-mail or fax. Submission of a LOI is not required in order to submit a proposal.

E. EVALUATION AND SELECTION

The Department will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this competitive procurement. Only proposals found to be responsive to the RFP will be evaluated and scored. A responsive proposal must comply with all instructions listed in this RFP, including the general proposal format requirements.

F. CONTRACT EXECUTION

The contract developed as a result of this RFP is subject to State contracting procedures for executing a contract, which include approval by the Connecticut Office of the Attorney General. The contract becomes executed only upon the signature of the Office of the Attorney General. No financial commitments may be made by DSS until and unless the contract has been approved by the Office of the Attorney General. The Office of the Attorney General reviews the contract only after the Commissioner of Social Services and the Resultant Contractor have agreed to its provisions and executed the document.

G. ACCEPTANCE OF PROPOSAL CONTENT

The contents of this RFP and the successful Respondent's proposal will form the basis of contractual obligations in the final contract.

The resulting contract will be a Personal Service Agreement (PSA) contract between the successful Respondent and the Department. The Respondent's proposal must include a Statement of Acceptance, without qualification, of all terms and conditions within this RFP and the Mandatory Terms and Conditions for a PSA contract. The Respondent may, however, suggest alternative language to the Mandatory Terms and Conditions. The Department may, after consultation with the Office of the Attorney General, agree to incorporate such alternative language in any resultant contract. The decision whether to incorporate such alternative language, however, rests solely with the Department and the Attorney General; their decision is final.

Any proposal that fails to include the Statement of Acceptance, without qualification, of all terms and conditions within this RFP and the Mandatory Terms and Conditions for a PSA contract may be disqualified as non-responsive.

H. DEBRIEFING / APPEAL / CONTEST OF SOLICITATION OR AWARD

1. 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 comparisons of any applications with 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.

2. Appeal Process: The Respondent 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 Procurement Document. Appeals must be submitted by the Respondent to the Agency Head, with a copy to the Contract Administrator.

   Respondents may submit an Appeal to the Department 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. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days.

   Following the review process of the documentation submitted, but not later than thirty (30) days after receipt of any such Appeal, a written decision will be issued and delivered to the Respondent who filed the Appeal and any other interested party. The decision will summarize the Department's process for the procurement in question; and Indicate the Agency Head's finding(s) as to the merits of the Respondent's Appeal.

   Any additional information regarding the Debriefing and/or the Appeal processes may be requested from the Official Agency Contact for this RFP.

3. 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…" Refer to the State Contracting Standards Board website at www.ct.gov/scsb.

I. DISPOSITION OF PROPOSALS - RIGHTS RESERVED

Upon determination that its best interests would be served, the Department shall have the right to the following:

1. **Cancellation:** Cancel this procurement at any time prior to contract award.
2. **Amend procurement:** Amend this procurement at any time prior to contract award.
3. **Refuse to accept:** Refuse to accept, or return accepted proposals that do not comply with procurement requirements.
4. **Incomplete Business Cost Proposal**: Reject any proposal in which the Business Cost Proposal is incomplete or in which there are significant inconsistencies or inaccuracies.
5. **Prior contract default:** Reject the proposal of any Respondent in default of any prior contract with the State or for misrepresentation of material presented in the proposal.
6. **Written clarification:** Require Respondents, at their own expense, to submit written clarification of proposals in a manner or format that the Department may require.
7. **Oral clarification:** Require Respondents, at their own expense, to make oral presentations at a time selected and in a place provided by the Department in order to assist the Department in its determination of the award of the right to negotiate a contract. The Department reserves the right to limit the number of Respondents invited to make

such a presentation. The oral presentation shall be permitted only for the purpose of proposal clarification and not to allow changes to be made to the proposal.

8. **No proposal changes:** Allow no additions or changes to the original proposal after the due date specified herein, except as may be authorized by the Department.
9. **Property of the State:** Own all proposals submitted in response to this procurement upon receipt by the Department.
10. **Separate service negotiation:** Negotiate separately any service in any manner necessary to serve the best interest of the State.
11. **All or any portion:** Contract for all or any portion of the scope of work or tasks contained within this RFP.
12. **Proposal most advantageous:** Consider cost and all factors in determining the most advantageous proposal for the Department when awarding Respondents the right to negotiate contracts.
13. **Technical defects:** Waive technical defects, irregularities, and omissions, if in its judgment the best interests of the Department will be served.
14. **Best and Final Offers:** Seek Best and Final Offers (BAFO) on price from Respondents upon review of the scored criteria. In addition, the Department reserves the right to set parameters on any BAFO it receives.
15. **Unacceptable proposals:** Reopen the procurement process if the Department determines that all proposals are unacceptable.

J. PROPOSAL PREPARATION EXPENSES

The Department assumes no liability for payment of expenses incurred by Respondents in preparing and submitting proposals in response to this procurement.

K. RESPONSE DATE AND TIME

To be considered for review, a proposal must be received by the Issuing Office by the date and time stated in the Procurement Schedule in II. B. of this RFP. The Department will not consider a postmark date as the basis for meeting any submission deadline. Respondents should not interpret or otherwise construe receipt of a proposal after the closing date and time as acceptance of the proposal, since the actual receipt of the document is a clerical function. The Department suggests the Respondent use Certified or Registered mail to deliver the proposal when the Respondent is not able to deliver the proposal by courier or in person.

Respondents should allow extra time to comply with building security procedures, when hand-delivering proposals.

Proposals shall not be considered received by the Issuing Office until they are in the hands of the Official Contact or a representative of the Office of Contract Administration.

L. RESPONDENT ASSURANCES AND ACCEPTANCE

1. **Independent Price Determination**: By submitting a proposal and through assurances given in its Transmittal Letter, the Respondent certifies that in connection with this procurement the following requirements have been met:

   a. Costs: The costs proposed have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such process with any other organization or with any competitor;

   b. Disclosure: Unless otherwise required by law, the costs quoted have not been knowingly disclosed by the Respondent on a prior basis directly or indirectly to any other organization or to any competitor;

   c. Competition: No attempt has been or will be made by the Respondent to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;

   d. Prior Knowledge: The Respondent had no prior knowledge of the RFP contents prior to actual receipt of the RFP and had no part in the RFP development; and

   e. Offer of Gratuities: The Respondent certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this procurement. Any contract arising from this procurement may be terminated by the State if it is determined that gratuities of any kind were either offered to or received by any of the aforementioned officials or employees from the contractor, the contractor's agent or the contractor's employee(s).

2. **Valid and Binding Offer:** The proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

3. **Press Releases:** The Respondent agrees to obtain prior written consent and approval from the Department for press releases that relate in any manner to this RFP or any resulting contract.

4. **Restrictions on Communications with DSS Staff:** The Respondent agrees that, from the date of release of this RFP until the Department makes an award, it shall not communicate with Department staff on matters relating to this RFP, except as provided herein through the Issuing Office. Any communication by the Respondent with any of the Department's staff relating to this RFP may, at the discretion of the Department, result in disqualification of that Respondent's proposal.

5. **Acceptance of the Department's Rights Reserved:** The Respondent accepts the rights reserved by the Department.

6. **Experience:** The Respondent has no less than five (5) years experience providing services related to the tasks identified in this RFP. The Respondent also acknowledges and agrees to allow the Department to examine the Respondent's claim with regard to

experience by allowing the Department to review the Respondent's related contracts and/or to interview contracting entities.

7. **Discovery of a Conflict of Interest:** The Respondent certifies that it shall immediately disclose any situation with the Department's Contract Administrator where the Respondent (if selected as the RE contractor) becomes aware of an existing, potential, or perceived conflict that may compromise its objective provision of services under the resultant contract. The Department's Contract Administrator will determine the necessary remedy.

A blanket assurance statement in the Transmittal Letter is acceptable to ensure compliance with this section, Section L. 1-7.

M. INCURRING COSTS

The Department is not liable for any cost incurred by the successful Respondent prior to the effective date of a contract.

N. FREEDOM OF INFORMATION AND DECLARATION AND PROTECTION OF PROPRIETARY INFORMATION :

Due regard will be given to the protection of proprietary information contained in all proposals received; however, Respondents should be aware that all materials associated with this procurement are subject to the terms of the State Freedom of Information Act, Conn. Gen. Stat. §§ 1-200. et seq., and the Privacy Act and all rules, regulations, and interpretations resulting therefrom. The Respondent must provide convincing explanation and rationale sufficient to justify each exception from release consistent with Section 1-210 (b) of the Connecticut General Statutes to claim proprietary exemptions to the disclosure requirements of the Freedom of Information Act. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Respondent that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the above cited statute.

It will not be sufficient for Respondents to merely state generally that the proposal is proprietary in nature and, therefore, not subject to release to third parties. Information in proposals concerning price and cost alone do not meet exemption requirements. Those particular pages or sections that a Respondent believes to be proprietary must be specifically identified as such.

While Respondents may claim proprietary exemptions, the final administrative authority to release or exempt any or all material so identified rests with the State.

The Proprietary Declaration and rationale must be included in the Transmittal Letter as noted in IV. Proposal Contents Section One: Transmittal Communication, Forms and Acceptance Order. Respondents may not be given another opportunity to declare proprietary information or provide a detailed rationale.

O. AFFIRMATIVE ACTION

Regulations of Connecticut State Agencies Section 46a68j-3(10) requires State agencies to consider the following factors when awarding a contract that is subject to contract compliance requirements: the applicant's success in implementing an affirmative action plan; the applicant's success in developing an apprenticeship program complying with Section 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive; the applicant's promise to develop and implement a successful affirmative action plan; the applicant's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and the applicant's promise to set aside a portion of the contract for legitimate small contractors and minority business enterprises. (See CGS 4a-60).

P. RESULTANT CONTRACT PERIOD, FUNDING, AND NUMBER OF AWARDS

The resultant three-year contract period is expected to begin July 1, 2012 and end June 30, 2015.

It is the Department's intent to award one contract for services described in the RFP. The Department reserves the right to fund more than one contract if desired.

III. PROPOSAL FORMAT REQUIREMENTS

A. GENERAL PROPOSAL FORMAT REQUIREMENTS

Respondents must submit proposals that follow the requirements of this RFP including the requirements of format that have been established in order to facilitate the Department's evaluation process. The proposal format requirements are listed in this section below and the content requirements are listed in Part IV. of this RFP. Respondents must respond to each content requirement that begins with "To submit a responsive proposal, **THE RESPONDENT SHALL"** and those responses must reference the RFP request citation.

1. **Part IV. Proposal Contents - Section One** must contain Transmittal Communication, Forms, and Acceptance Order requirements.
2. **Part IV. Proposal Contents - Section Two** should demonstrate the Respondent's understanding of and ability to perform the resultant contractor's performance requirements. The Respondent's proposal must present the Respondent's understanding of the project, including how the Respondent proposes to perform the tasks, identify problems, and solve them without a rewriting of the RFP requirements. A responsive proposal shall address each task requirement separately.

   This section must also contain the Respondent's organizational information as it relates to the Respondent's ability to perform the activities as presented in the RFP. It must describe the background and experience of the Respondent's organization, and subcontractors if applicable, and include details regarding its size and resources, and its

experience relevant to the functions to be performed under the resultant contract or recent contracts for similar services.

3. **Part IV. Proposal Contents- Section Three** must contain the Respondent's cost and financial information.

B. DELIVERY CONDITION – COPIES NECESSARY

The original (clearly marked) and three (3) exact, legible copies of the proposal must be submitted in clearly marked ("Research and Evaluation of Community Based Programs Request for Proposals, (RE RFP"), sealed envelopes or boxes by the deadline. In addition, two (2) exact electronic copies (compact disk) of the entire proposal in a non-PDF format must be submitted with the original. Any required documents that are not available in electronic format may be excluded from the electronic copy. The electronic copy must be compatible with Microsoft Office Word or Excel 2003, except any items such as pictures or signatures that cannot be converted into Word or Excel.

C. PROPOSAL STRUCTURE

The Department of Social Services has structured the submission requirements into the following distinct sections:

Section One- Transmittal Communication, Forms, and Acceptance Order

Section Two- Organizational Capability and Structure, Scope of Service, Work Plan, Staffing Requirements and Data/Technology, Report Requirements, and Subcontractor Requirements, if applicable.

Section Three- Business Cost Proposal

D. PROPOSAL CONSTRUCTION REQUIREMENTS

1. Binding of Proposal - Respondents must submit proposals that coincide with the RFP Table of Contents in loose-leaf notebooks. The legal name of the organization must appear on the outside front cover of each binder and on each page of the proposal. Location of the name is at the Respondent's discretion.

2. Tab Sheet Dividers - A tab sheet keyed to the table of contents must separate each major section of each part of the proposal. The title of each major section must appear on the tab sheet.

3. Table of Contents - Each proposal must incorporate a complete Table of Contents in IV Proposal Contents. It is through this Table of Contents that the Department will evaluate conformance to uniform proposal content and format.

4. Cross-referencing RFP and Proposal - All responses must correspond to the specific assigned task number in the RFP and shall follow the sequence order found in the RFP. Each section of the proposal must cross-reference the appropriate section of the RFP that is being addressed. Proposal responses to specific task requirements must reference the

RFP request citation. This will allow the Department to determine uniform compliance with specific RFP requirements.

5. Page Numbers - Each page of each part of the proposal must be consecutively numbered in Arabic numerals beginning with the transmittal page.

6. Page Format - The standard format to be used throughout the proposal is as follows:
   a. Text shall be on 8 ½" x 11" paper in the "portrait" orientation.
   b. Text shall be single-spaced.
   c. Font shall be a minimum of twelve (12) point in Arial (not Arial narrow) or Times New Roman (not Times New Roman Condensed) font as used in Microsoft® Word.
   d. The binding edge margin of all pages shall be a minimum of one and one half inches (1 ½"). All other margins shall be one inch (1").
   e. Graphics may have a "landscape" orientation, bound along the top (11") side. If oversize, graphics may have a maximum of one (1) fold.
   f. Graphics may have a smaller text spacing, pitch, and font size.
   g. Resumes are considered text, not graphics.

Any proposal that fails to comply with the Proposal Construction Requirements as stated above, will be considered non-responsive, and subject to disqualification.

IV. PROPOSAL CONTENTS

Throughout the Request for Proposals Requirements and Responses:

Where the Respondent's response to a specific requirement reflects the Respondent's response to another requirement, the Respondent may cite the other response instead of reproducing it.

Respondents that propose the use of subcontractors must present the same information about the proposed subcontractors as they would have if they were responding themselves.

1. SECTION ONE: TRANSMITTAL COMMUNICATION, FORMS, AND ACCEPTANCE ORDER

To submit a responsive proposal, **THE RESPONDENT SHALL** provide responses to Section One in the order specified below.

A. TRANSMITTAL LETTER - The original proposal and all copies must include a Transmittal Letter of no more than two single-sided pages or one doubled-sided page that addresses:

1. The Respondent Assurances and Acceptance (RFP Part II. L);
2. The identification of any proprietary information (RFP Part II. N);
3. A statement that the Respondent has no less **than five (5) years experience providing research and evaluation services.**

The Department will not evaluate proposals from Respondents that have less than five (5) years providing research and evaluation services.

4. A statement that any submitted response and cost shall remain valid for one hundred twenty (120) days after the proposal due date or until the resultant contract is executed, whichever comes first;
5. The following identifying information:

    a. Full Legal name of the Respondent and address;
    b. Federal Employer Identification Number or Social Security Number;
    c. Name, title, telephone number, fax number, and e-mail address of the individual with the authority to bind the Respondent to sign a contract with the Department; and
    d. Name, title, telephone number, fax number, and e-mail address of the Respondent's principal contact to receive amendments to the RFP and requests for clarification.

6. Include in the transmittal letter written assurance to the Department of Social Services from its, (Respondent's), legal counsel that it is qualified to conduct business in the State of Connecticut and is not prohibited by its articles of incorporation, bylaws, or the laws under which it is incorporated from performing the services required under any resultant contract.

B. EXECUTIVE SUMMARY - To submit a responsive proposal, **THE RESPONDENT SHALL** provide a high-level summary limited to two (2) single-sided pages or one-doubled sided page that summarizes the content of the Respondent's proposal. **The Executive Summary shall include the Respondent's demonstrated experience of no less than five (5) years providing research and evaluation services** with the necessary expertise to conduct performance monitoring, process evaluation, outcome evaluation, and specifically designed research of CTF programs. The summary should also include a brief outline of the Respondent's qualifications in the following areas:

- Proposing research designs providing similar services;
- Providing sufficient staff including managerial and administrative support to implement the required research and evaluation services, including the ability to meet Data/Technology and Report Requirements; and
- Engaging and supporting multiple stakeholders within and served by similar programs.

C. PROCUREMENT AGREEMENT SIGNATORY ACCEPTANCE

The Respondent must provide a signed Acceptance Statement, (embedded as a hyperlink) without qualification, of all Mandatory Terms and Conditions. The Terms and Conditions are available on OPM's web site at: http://www.ct.gov/opm/fin/standard_contract.

D. STATUTORY AND REGULATORY COMPLIANCE

1. **Addendum Acknowledgement** -Proposals must include the Addendum Acknowledgement(s), which will be placed at the end of any and all addenda to this RFP.

2. **Certification Regarding Lobbying**-(embedded as a hyperlink) **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.

3. **Notification to Bidders, Parts I – V (CHRO)** - (embedded as a hyperlink) **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as Contractors and subcontractors doing business with the State) to insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons. To submit a responsive proposal, **THE RESPONDENT SHALL** complete and submit this form with the Proposal.

4. **Consulting Agreements, C.G.S. § 4a-81.** Submissions 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 submission. 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 respondent may 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 Social Services will review said document online. The DAS guide to uploading affidavits and nondiscrimination forms online is embedded in this RFP as a hyperlink.
IMPORTANT NOTE: A respondent must complete and submit OPM Ethics Form 5 by the due date and time for submissions in response to this RFP.

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 a respondent is awarded 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 successful respondent may 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, and the Department of Social Services will review said document online. The DAS guide to uploading affidavits and nondiscrimination forms online is embedded in this RFP as a hyperlink.
IMPORTANT NOTE: The successful respondent must complete and submit OPM Ethics Form 1 prior to contract execution.

6. **Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a respondent is awarded 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 successful respondent may upload the Nondiscrimination Certification through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and the Department of Social Services will review said document online. The DAS guide to uploading affidavits and nondiscrimination forms online is embedded in this RFP as a hyperlink.
IMPORTANT NOTE: The successful respondent must complete and submit the appropriate nondiscrimination certification form prior to contract execution.

Where the Respondent's response to a specific requirement reflects the Respondent's response to another requirement, the Respondent may cite the other response instead of reproducing it.

Respondents that propose the use of subcontractors must present the same information about the proposed subcontractors as they would have if they were responding themselves.

2. SECTION TWO:

A. ORGANIZATIONAL CAPABILITY AND STRUCTURE,

B. SCOPE OF SERVICES AND WORKPLAN,

C. STAFFING REQUIREMENTS

D. DATA/TECHNOLOGY AND REPORT REQUIREMENTS

E. SUBCONTRACTOR REQUIREMENTS

A. ORGANIZATIONAL CAPABILITY AND STRUCTURE

The page limitation for A. ORGANIZATIONAL CAPABILITY AND STRUCTURE is TEN (10) SINGLE-SIDED PAGES, OR FIVE (5) DOULBED-SIDED PAGES.
References are not included in the page limitation.

General - Responses to the requirements in this section must describe the Respondent's background and experience relevant to Research and Evaluation of Community Based Programs. The responses must also address the details regarding the Respondent's organization, and resources of the organization. The proposal must clearly describe the Respondent's ability and competence to perform the requirements as described in this RFP.

1. Summary of Organizational Capacity - The Department is requesting proposals from qualified organizations to fulfill the Research and Evaluation of Community Based Programs as directed by the DSS/CTF.
   A responsive proposal shall demonstrate that the Respondent has no less than five (5) years experience in providing research and evaluation services similar to those services proposed in this RFP, with the necessary expertise to conduct performance monitoring, process evaluation, outcome evaluation, and specifically designed research of CTF programs.

   To submit a responsive proposal, **THE RESPONDENT SHALL** include the following specific details regarding the Respondent:

   a. Organization establishment date, mission at time of establishment, the current mission, and if the current mission is different from original, a description of the changes in focus that led to the current mission;

   b. Description of how your organization meets the required contractor qualifications of this RFP to include at a minimum:

1) Sufficient staff, including managerial and administrative support, to implement the services required by this RFP including the ability to meet Data/Technology and Report Requirements;

2) The ability to engage and support multiple stakeholders within and served by the project; and

3) Explanation of why your organization is well suited to implement the services required by this RFP.

c. Organization chart showing the hierarchical structure of functions and positions within your organization. Indicate on the diagram where the following functions related to this project will be located, including at a minimum: project director or principal investigator, research staff, contract management, and administrative support.

2. Corporate Experience - To submit a responsive proposal, **THE RESPONDENT SHALL:**

Describe its experience and success related to the Scope of Services for RE including the following information concerning the Respondent's experience with other contracts or projects similar to the type of service contemplated by this RFP, whether ongoing or completed:

a. Summary of relevant experience to include current range of services the organization provides, experience relevant to the functions to be performed as required under the resultant contract;

b. Identify all State agencies and commercial vendors for which the Respondent has engaged in similar or related contract work of projects completed within the last three (3) years with emphasis on activities relevant and related to the proposed program;

c. Describe the consultant's corporate background as it relates to projects similar in scope and complexity to the project described in this RFP. If the proposal includes the use of subcontractors, include a similar description of each subcontractor's corporate background;

d. Explain whether work was performed as a prime consultant or subcontractor. If the work was performed as a subcontractor, the consultant must describe the scope of subcontracting activities;

e. Provide a signed release allowing the Department of Social Services to access any evaluative information including, but not limited to, site reviews conducted by any state agency or commercial vendor for which the Respondent has performed work in the past three (3) years. **NOTE: The signed release must be submitted as a separate sheet and must be located immediately following the Executive Summary located after the Table of Contents.**

f. Identify contacts for those projects of similar scope including name of customer's project officer, title, mailing address, telephone number, fax number, and e-mail address;

g. Identify the term for the contracts including the contract signing date, the project initiation date, the initial scheduled completion date, and the actual completion date;

h. List all sanctions, fines, penalties, or letters of noncompliance issued against the Respondent by any of the contracting entities listed above. The list shall describe the circumstance eliciting the sanction, fine, penalty, or letter of noncompliance and the corrective action or resolution to the sanction, fine, penalty, or letter of noncompliance. If no sanctions, fines, penalties, or letters of noncompliance were issued, a statement that attests that no sanction, fine, penalty, or compliance action has been imposed on the Respondent within the three years immediately preceding the RFP posting/release date must be submitted;

i. List all contracts awarded to the Respondent or its predecessor firm(s) by the State of Connecticut during the last three years by State Department, Division, Contact Person (with mailing address/phone number), period of performance and amount.

3. Respondent References - To submit a responsive proposal, **THE RESPONDENT SHALL** provide three specific programmatic references for the Respondent. References must be persons able to comment on the Respondent's capability to perform the services specified in this RFP. The contact person must be an individual familiar with the organization and its day-to-day performance. If the Respondent has been a State of Connecticut contractor within the last three years, the Respondent must include a State of Connecticut reference. Respondents are strongly encouraged to call or write their references to ensure the accuracy of their contact information and their willingness and capability to be references. References must include the organization's name, name of a specific contact person, mailing address, telephone number, and e-mail address. The Department of Social Services expects to use these references in its evaluation process and a non-responsive reference may negatively impact a Respondent's score. References cannot be the Respondent's current employees. If the Respondent's submission proposes the use of subcontractors for direct service provision, the Respondent's proposal must also include three programmatic references for each proposed subcontractor.

4. Small, Minority, or Women's Business Enterprise - Section 4a-60g of the General Statutes of Connecticut (C.G.S.) sets forth the requirements of each Executive Branch agency relative to the Connecticut Small Business Set-Aside program. Pursuant to that statute, 25 percent of the average total of all contracts let for each of the three previous fiscal years must be set aside. The Department of Social Services requires that if the RE contractor is utilizing a subcontractor it must make a "Good Faith Effort" to set aside a portion of the resultant contract for a small, minority, or women's business enterprise as a proposed subcontractor. Such proposed subcontractors may supply goods or services. Prospective Respondents may obtain a list of firms certified to participate in the Set-Aside program at the State of Connecticut Department of Administrative Services Web site at http://www.das.state.ct.us/Purchase/SetAside/SAP_Search_Vendors.asp or by calling 860-

713-5236. During the evaluation process, special consideration will be given to those Respondents who document their use of a certified small business or show the Respondent's commitment to, whenever possible, use a certified small business. Businesses must be certified with the State of Connecticut. To submit a responsive proposal, **THE RESPONDENT SHALL** describe its effort to set aside a portion of the resultant contract for a small, minority, or women's business enterprise as a proposed subcontractor if it is proposing the use of a subcontractor.

5. Department of Social Services Responsibilities - To submit a responsive proposal, **THE RESPONDENT SHALL** propose specific supports the Respondent requires from the Department of Social Services to perform the tasks in any resultant contract.

   Specific Department of Social Services responsibilities already include:

   a. Project Management - A Project Manager will be appointed by the Department of Social Services. This individual will be responsible for monitoring project progress and will have final authority to approve/disapprove project deliverables.

   b. Staff Coordination - The Project Manager will coordinate all needed contacts between the resultant RE contractor and DSS/CTF staff.

   c. Approval of Deliverables - The Project Manager will review, evaluate, and approve all deliverables before the RE contractor is released from further responsibility.

   d. Policy Decisions - The Department of Social Services retains final authority for making policy decisions affecting completion of the RE. In addition, the Department of Social Services shall:

      i Monitor the RE contractor's performance and request updates, as appropriate;

      ii Respond to written requests for policy interpretations;

      iii Provide technical assistance to the RE contractor, as needed;

      iv Allow access to Department of Social Services automated databases, as available and permitted;

      v Allow access to management reports and case files, as appropriate;

      vi Hold regularly scheduled project meetings with the RE contractor;

      vii Provide a process for, and facilitate open discussions with, staff and personnel to gather information regarding recommendations for improvement; and

      viii Provide data as required by the RE contractor to perform the functions of the RE contract.

e. Information Technology Services (ITS) - The Department of Social Services' ITS will be responsible for implementing any changes, maintaining and further developing (if necessary) the existent web-based system.

B. SCOPE OF SERVICES AND WORK PLAN

The page limitation for B. SCOPE OF SERVICES AND WORK PLAN is TWELVE (12) SINGLED-SIDED PAGES, OR SIX (6) DOUBLE -SIDED PAGES.

General - Responses for this section must describe the Respondent's capability and competence to perform the requirements specified in this RFP at Section I. C.

No Rewrites - The Department of Social Services does not want a rewrite of the RFP requirements, since such a proposal would show a lack of understanding of the project and an inability to provide appropriate levels of support and guidance for the implementation of this type of project. Rather the Department seeks a detailed explanation that indicates how and by what mechanism the Respondent will achieve the requirements set forth in this RFP.

1. Respondent's Comprehensive Risk Understanding - The overall focus of the Research and Evaluation of Community-Based Programs is to seamlessly provide research and evaluation services to evaluate the effectiveness of CTF programs using the most appropriate and validated instruments and tools. The Department of Social Services looks forward to a relationship with an RE contractor who will expect risks and propose solutions to problems that may occur in providing research and evaluation services to the DSS/CTF staff. To submit a responsive proposal, **THE RESPONDENT SHALL**:

   a. Show its understanding of the RE functions by describing potential risks to the Department of Social Services and risks that the Respondent could encounter by acting as the RE contractor; and

   b. Propose solutions or approaches for managing those risks that show the Respondent's familiarity and sensitivity with managing the project described in this RFP.

2. Collaborating with the Department of Social Services - The Resultant Contractor will be required to provide training and technical assistance for CTF and funded program staff on research methodology and procedures and data gathering, analysis, and application. To submit a responsive proposal, **THE RESPONDENT SHALL** propose its approach for collaborating with the Department of Social Services through training and technical assistance and other ideas to provide Research and Evaluation of CTF's Community Based Programs.

3. Task-related Policies and Procedures - The Resultant Contractor will be required to prepare and deliver presentations to multiple stakeholders and participate in decision-making to improve program implementation and effectiveness and to inform program and policy development. The Resultant Contractor is also required to actively participate on Continuous

Quality Improvement Teams and Research Committees for CTF programs. To submit a responsive proposal, **THE RESPONDENT SHALL** provide past experience in the development and delivery of presentations, and its participation and involvement in the continuous improvement of quality and research. Additionally, it shall describe how it will come to develop the policies and procedures necessary to comply with a. and b. below. Through submission of the Respondent's proposal, the Respondent acknowledges and agrees that:

a. The success of the RE contractor's performance depends, in part, on the RE contractor's development and application of clear and accurate policies and procedures that reflect functional interpretations of regulations, quality goals, and directives; and

b. The RE contractor's policies and procedures must be organized and available to allow seamless access by both the RE contractor and designated Department staff.

4. Research Design - To submit a responsive proposal, **THE RESPONDENT SHALL**:

a. Propose research and analysis designs to research and evaluate the effectiveness of four CTF programs, listed below, using the most appropriate and validated instruments and tools, including but not limited to process evaluation, outcome evaluation, and specifically designed research.

The Respondent is strongly encouraged to access the DSS web based system to review the tools and instruments currently being used to evaluate these programs. Respondents may contact the official contact for this RFP, via e-mail: Marcia.McDonough@ct.gov, to obtain access to the website. A valid e-mail address is required to access the website.

1) Family School Connection - Family School Connection - The program provides comprehensive home visiting services to families of school age children who are often tardy or absent from school or who have other problems that are not being adequately addressed by their parents. The program is operating in five school districts across the state and serves roughly 200 families every year.

2) Statewide Help Me Grow - The program ensures that children and their families have access to a system of early identification, prevention and intervention services. It links child health providers, parents and service providers with existing community resources through a toll-free telephone number (1-800-505-7000). Currently, Help Me Grow has connected 2,800 children and families to community based services. It also provided the Ages and Stages Child Monitoring program to 3,000 families.

3) Healthy Start program - The program will provide focused health-related case management, care coordination, and HUSKY A application assistance services to eligible pregnant women to promote and protect the health of both mother and baby. The overall goal of this program is to improve birth outcomes by reducing the rate of infant mortality, morbidity and low birth weight by ensuring access to and the utilization of prenatal/postpartum care services through Connecticut's HUSKY A

health coverage program. Program clients are defined as pregnant women and their children under three years of age, in households with family incomes at or below 185% of the Federal Poverty Level. Healthy Start services continue postpartum through the second year of the child's life.

4) Nurturing Families Network is a no-cost, voluntary program that provides information, guidance and assistance to first-time parents. Available through some 40 community agencies and birthing hospitals throughout Connecticut, the network offers three distinct, yet interwoven services:

   - Home visiting services that help new parents at risk for abuse and/or neglect learn how to care for their baby and adjust to the many demands of becoming a parent;
   - Parenting groups that bring parents together in a supportive environment to share experiences and work together to be the best parents they can be. Topics such as birth through 5, teen parenting and prenatal care are among the subjects typically discussed; and
   - Nurturing connections that bring new parents together with volunteers and others in the community who can lend assistance.

b. Propose a research design for a three year project on the outcomes of the children in the NFN programs that measures health, developmental and school readiness outcomes.

c. Explain the proposed research designs including research methodologies, techniques, and procedures; data gathering instruments and procedures; and principles and methods of statistical analysis.

d. Provide a rationale explaining why the proposed research designs were selected. What distinguishes the proposed research designs from other research designs? How will the designs inform CTF about program participants? What products or processes will result that will enable CTF to improve program effectiveness and enhance program development? Describe any other benefits to the proposed approach.

5. Research and Evaluation of Community-Based Programs Work Plan - To submit a responsive proposal, **THE RESPONDENT SHALL:**

a. Develop a work plan describing **what steps** (activities, actions, tasks) your organization will take to implement the Research and Evaluation of Community-Based Programs;

b. Describe **how** your organization will accomplish each step of the work plan, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes; and

c. Include a proposed timetable indicating **when** each step of your organization's proposed work plan will be accomplished. Identify any significant milestones or deadlines and any

anticipated barriers to the completion of the Research and Evaluation of Community-Based Programs.

NOTE: **The work plan, methods, and timetable must be submitted in the format below**. The step, method, and timetable shown here are for illustrative purposes only.

a. *Step*: Design evaluation for the Help Me Grow Program;

b. *Method*: (1) Work with stakeholders to determine information to be collected to best assess effectiveness of program (2) Develop data collection instruments and procedures that work in collaboration with the existing CTF data collection system (3) Establish new, or improve existing data collection methods to track program participants; and

c. *Timetable*: 12/1/2011-2/28/2012

C. STAFFING REQUIREMENTS

The page limitation for C. STAFFING REQUIREMENTS is EIGHT (8) SINGLED- SIDED PAGES, OR FOUR (4) DOUBLE -SIDED PAGES. Job descriptions, resumes, and references are not included in the page limitation.

Key Positions - The term "Key Positions" refers to the positions related to key personnel functions that are identified in this RFP. To submit a responsive proposal, **THE RESPONDENT SHALL** include the following:

1. Identify the key positions including a Program Manager that will be responsible for the operation and success of the RE and include job descriptions for the proposed key positions and resumes for the key personnel proposed to fill the key positions;

2. Describe the contract-related experience, credentials, education and training, and work experience required in job descriptions for the proposed key positions and in the resumes for key personnel proposed to fill the key positions and include:

   a. Experience with Respondent;

   b. Experience working in this type of activity;

   c. Education, experience, and training to perform assigned duties relevant to the requirements of the RFP;

   d. An organization chart showing anticipated lines of authority (reporting relationships) of the project staff. Submit a staffing plan that includes current staff or when your organization will hire staff and orient them to your organization, the project, and their roles and responsibilities; and

   e. Three references for each key personnel that will be responsible for the operation and success of the RE: Names, positions, titles, telephone numbers and e-mail addresses

of persons able to provide information concerning the proposed key personnel's experience and competence.

Resumes for key personnel proposed to fill the key positions are limited to two pages per resume. **Respondents must incorporate resumes and job descriptions into an appropriately tabbed section of the binder.**

3. Identification of sufficient staff including managerial and administrative support to implement the services required by this RFP including the ability to meet Data/Technology and Report Requirements.

D. DATA/TECHNOLOGY and REPORT REQUIREMENTS

The page limitation for D. DATA/TECHNOLOGY and REPORT REQUIREMENTS is SIX (6) SINGLED- SIDED PAGES, OR THREE (3) DOUBLE -SIDED PAGES.

The Resultant Contractor is required to:

1. Create internal protocol and procedures for ensuring data is properly analyzed and reported for established and new program sites that track program participants.

2. Train program staff to use and monitor the information submitted by multiple sites into DSS' existent web-based data system.

3. Analyze data and prepare quarterly narrative and statistical reports on program performance including but not limited to individual site ratings of research compliance.

4. Prepare midyear and annual reports to the state legislature and other parties on the establishment, implementation, and progress of CTF programs using Results Based Accountability (RBA), particularly as it relates to Connecticut state agencies and the Connecticut General Assembly.

5. Prepare special reports on request.

6. Work with CTF to extract data from DCF's existing databases to enhance multiple program research efforts.

7. Accept data from DSS' existent web-based systems in a file format to be determined by the Department.

To submit a responsive proposal **THE RESPONDENT SHALL:**

Provide a description of how the organization will meet all DSS Data/Technology and Report Requirements for each of the noted requirements, 1-7, above.

E. SUBCONTRACTOR REQUIREMENTS - *The page limitation for Subcontractor Requirements is 2 pages, 1 double-sided page, or 2 single-sided pages.*

Through out the RFP: **Respondents that propose the use of subcontractors must present the same information about the proposed subcontractors as for the Respondents.**

In this section, **To submit a responsive proposal THE RESPONDENT SHALL** provide the following information about the subcontractor:

1. Legal Name of Agency, Address, FEIN . . . . . .
2. Contact Person, Title, Phone, Fax, E-mail
3. Services Currently Provided . . . . . .
4. Services To Be Provided Under Subcontract . . . . . .

Where the Respondent's response to a specific requirement reflects the Respondent's response to another requirement, the Respondent may cite the other response instead of reproducing it.

Respondents that propose the use of subcontractors must present the same information about the proposed subcontractors as they would have if they were responding themselves.

SECTION THREE- BUSINESS COST PROPOSAL

The page limitation for BUSINESS COST PROPOSAL IS EIGHT (8) SINGLE-SIDED PAGES, OR FOUR (4) DOUBLE -SIDED PAGES. The page limitation for this section does not include the Audited Financial Statements or the Itemized Budget Templates.

No cost information or other financial information may be included in any other portion of the proposal. Any proposal that fails to adhere to this requirement may be disqualified as non-responsive. Each proposal must include cost information and other financial information in the following order.

Financial Profile - To submit a responsive proposal, **THE RESPONDENT SHALL** provide audited financial statements for each of the last two fiscal years. If audited financial statements for each of the last two fiscal years are not available, the Respondent shall provide comparable statements that will document the financial stability of the Respondent and include an explanation of the submission of documents other than audited financial statements.

1. Budget Information - To submit a responsive proposal, **THE RESPONDENT SHALL**: provide **three (3) annual** line-item budgets based on each contract year for the total proposed cost using the **Itemized Budget Summary Template**, embedded as a hyperlink. The budgets must include line items for all expenses to be incurred through the delivery of services or otherwise.

2. Budget Narrative - To submit a responsive proposal, **THE RESPONDENT SHALL** and if applicable, any proposed subcontractors shall: explain in writing the expected program costs including a rationale for each line item included in the itemized budget. The narrative must include a listing and brief explanation of each staff position including number of hours worked weekly, number of weeks worked yearly, and hourly rate. If the staff is not paid by an hourly rate, a detailed explanation of the payment structure must be included.

   Cost Standards - Budgetary information included in the Respondent's response to this RFP must comply with the Statewide Cost Standards published by the State of Connecticut Office of Policy and Management. The cost standards are available online at **http://www.ct.gov/opm/cwp/view.asp?a=2981&q=382994#Cost_Standards**. Though these cost standards are listed as "POS Cost Standards" and this is a PSA, the cost standards shall still apply**.**

   In addition to required compliance with the published cost standards, Respondents are advised that a responsive budget must limit annual administrative costs as indicated on template to 15% of the total budget over the resultant contract period.

Payment Structure - Resultant contractors shall be paid for expenditures incurred in accordance with the approved line-item budget. While specific payment terms will be made final during contract negotiations, it is expected that payments will be made quarterly, contingent upon the resultant contractor's timely compliance with the resultant contract periods including, but not limited to, the resultant contractor's submission and Department's acceptance of all required deliverables, reports, and payment requests.

V. PROPOSAL EVALUATION

A. OVERVIEW OF THE EVALUATION OF PROPOSALS

The Department of Social Services will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. An Evaluation Team will be established to assist the Department in selection of the RE contractor. The Department reserves the right to alter the composition of the Evaluation Team. The Evaluation Team will be responsible for submitting recommendations to the Commissioner of Social Services. The Department will notify the selected Respondent that the selected Respondent has been awarded the right to negotiate a contract with the Department for the Research and Evaluation Community-Based Program Request for Proposals.

The evaluation will be conducted in four phases:

- Phase One - Evaluation of General Proposal Requirements and Structure
- Phase Two - Evaluation of the Organizational Capability and Structure, Scope of Services, Work Plan, Staffing, Data/Technology and Report Requirements and Subcontractor Requirements
- Phase Three - Evaluation of Business Cost Proposal
- Phase Four - Ranking of the Proposals

B. PHASE ONE - EVALUATION OF GENERAL PROPOSAL REQUIREMENTS AND STRUCTURE

The purpose of this phase is to determine whether each proposal is adequately responsive to the General Proposal Requirements to permit a complete evaluation of the proposal. Proposals must comply with the instructions to Respondents contained throughout this RFP. Failure to comply with the instructions may deem the proposal non-responsive and subject to rejection without further consideration. The Department of Social Services reserves the right to waive minor irregularities. The General Proposal Requirements are identified in this RFP.

C. PHASE TWO - EVALUATION OF THE ORGANIZATIONAL CAPABILITY AND STRUCTURE, SCOPE OF WORK, WORK PLAN, STAFFING, DATA/TECHNOLOGY AND REPORT REQUIREMENTS, SUBCONTRACTOR

Only those proposals passing the General Proposal Requirements review will be considered in Phase Two. The Department of Social Services reserves the right to reject any and all proposals. The quality of the organizational capability and structure responses will be evaluated including the organization, completeness, and logic of the proposed plan. The evaluation will consider how comprehensive and knowledgeable the Respondent is in responding to the functional and technical requirements outlined in this RFP and whether that comprehension and knowledge meet the needs of the Department.
The Department of Social Services will evaluate the experience of proposed key personnel, organization and individual resources, and the Respondent's affirmative action achievement (as shown in the Bidder Contract Compliance Monitoring Report) of the Respondent and **any proposed subcontractors.** The Department of Social Services will determine to what extent the organization and its key personnel have the capability to work effectively with the Department of Social Services to successfully develop and implement the Research and Evaluation of Community-Based Programs. The Department of Social Services will also assess the Respondent's capability to take on the additional workload that would be generated by the resultant contract. References will be checked. The evaluation of Phase Two of the proposal will be worth **70 percent** of the available points for the entire proposal.

D. PHASE THREE - EVALUATION OF THE BUSINESS COST PROPOSAL

The Business Cost Proposal will be worth **30 percent** of the available points for the entire proposal. It will be scored for:

Financial Profile - Audited financial statements for each of the last two fiscal years will be directed to the Department's Quality Assurance Division. Because of their expertise, they will be asked to review these sections and report back to the Evaluation Team on their findings.

Budget Information and Narrative -Three (3) annual line-item budgets based on each contract year for the total proposed cost will be evaluated. The budgets will be analyzed for all expenses to be incurred through the delivery of services. The narrative is required to include a rationale for each line item included in the itemized budget. The narrative must include a listing and brief explanation of each staff position including number of hours worked weekly, number of weeks worked yearly, and hourly rate. The Evaluation Team will consider the thoroughness and cost effectiveness of this section as it relates to the required scope of services in their evaluation.

E. PHASE FIVE - RANKING OF THE PROPOSALS

After the Evaluation Team has scored the proposals, the points awarded will be totaled to determine the ranking. Recommendations, along with pertinent supporting materials, will then be

conveyed to the Commissioner of Social Services. The Commissioner of Social Services, at his discretion, reserves the right to approve or reject the Evaluation Team's recommendations.

VI. SUBMISSION OUTLINE

This section presents the **required** outline that must be followed when submitting proposals in response to this RFP. 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.

SECTION ONE:

A. Transmittal Letter addressing requirements 1-6, followed by Table of Contents

B. Executive Summary, Signed Release (requested in Section Two A. 2.e)

C. Procurement Agreement Signatory Acceptance

D. 1. Addendum Acknowledgement

D. 2. Certification Regarding Lobbying

D. 3. CHRO

D. 4. A respondent must complete and submit Consulting Agreement Affidavit OPM Ethics Form 5 by the due date and time for submissions in response to this RFP.

SECTION TWO:

A. Organizational Capability and Structure

B. Scope of Services and Work Plan

C. Staffing Requirements

D. Data/Technology and Report Requirements

E. Subcontractor Requirements

SECTION THREE:

Business Cost Proposal including audited financial statements, budget information and budget narrative.