



**STATE OF CONNECTICUT DEPARTMENT OF SOCIAL SERVICES**  
**Procurement Notice**  
**Hurricane Sandy - Social Service Block Grant Supplement**  
**Request for Applications**  
**(HS-SSBGS RFA)**

The Department of Social Services, (Department) is seeking applications from 501(c)(3) nonprofit organizations and municipalities to provide Disaster Relief Services as described in the following hyperlink, [SSBG Service Objectives and Activities](#), to those households that meet the eligibility requirements, that have been directly affected by Hurricane Sandy. The following hyperlink, [Social Services Disaster Relief Hurricane Sandy Supplemental Funds Plan](#), provides you with information relating to the execution of this RFA.

**Eligibility of the Applicant.** Applicants shall be private provider organizations, defined as non-state entities that are 501(c)(3) nonprofit corporations or partnerships with principal place of business in Connecticut, and Connecticut municipalities. Individuals who are not a duly formed business entity are ineligible to participate in this procurement. Applicants must provide proof of nonprofit status, such as a copy of the Internal Revenue Service (IRS) determination letter, stating 501(c)(3) nonprofit confirmation.

**Qualifications of Applicant.** Applicants shall have a minimum of three years' experience providing the SSBG Objective and Activity proposed and meet all requirements in [Appendix A](#), the HS-Disaster Relief Supplement Application. Subcontractors proposed to deliver the SSBG Objective and Activity shall meet the same qualifications of a minimum of three years' experience providing service(s) proposed.

**Objectives of the Applicant.** The Applicant shall identify the target population, provide the services proposed to the target population, demonstrate the ability to document services delivered and provide follow-up activities, as appropriate.

The Applicant shall provide documentation to demonstrate that the household(s) being proposed were impacted by Hurricane Sandy and other resources (insurance, local, state or federal) were not available to cover expenditures.

Eligible households must reside or have formerly resided in the following counties: Fairfield, Middlesex, New Haven, New London, the Mashantucket Tribal Nation and the Mohegan Tribal Nation that were impacted by Hurricane Sandy, and meet the income requirement as provided in the following hyperlink, [Federal Poverty Level and Income Eligibility](#).

Only Applicants that meet the requirements of [Appendix A](#), the Hurricane Sandy-Disaster Relief Supplement Application, are qualified to submit responses to this RFA. One Application per Service Objective and Activity proposed is required.

The resultant contract term is expected to be a two (2) year contract, to begin October 1, 2013 and end September 30, 2015.

All Applications must be in sealed envelopes or sealed boxes clearly identified as:

**Hurricane Sandy - Social Service Block Grant Supplement Request for Applications**  
**HS-SSBGS RFA**



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

Name: Marcia McDonough, Contract Administration  
Address: 25 Sigourney Street, 9<sup>th</sup> Floor, Hartford, CT 06106  
Phone: 860-424-5214  
Fax: 860-424-5800  
E-Mail: [Marcia.McDonough@ct.gov](mailto:Marcia.McDonough@ct.gov)

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

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

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

**TABLE OF CONTENTS**

	Page
<b>Procurement Notice</b> . . . . .	. 1
<b>Section I — GENERAL INFORMATION</b> . . . . .	. 4
A. Introduction . . . . .	. 4
B. Abbreviations / Acronyms / Definitions . . . . .	. 5
C. Instructions . . . . .	. 5
D. Submission Format . . . . .	. 8
E. Evaluation of Submissions. . . . .	. 9
<b>Section II — MANDATORY PROVISIONS</b> . . . . .	. 11
A. Standard Contract, Parts I and II. . . . .	. 11
B. Assurances . . . . .	. 11
C. Terms and Conditions . . . . .	. 12
D. Rights Reserved to the State . . . . .	. 13
E. Statutory and Regulatory Compliance . . . . .	. 14
<b>Section III — PROGRAM INFORMATION</b> . . . . .	. 16
A. Department Overview . . . . .	. 16
B. Program Overview . . . . .	. 17
<b>Section IV — SUBMISSION OUTLINE</b> . . . . .	. 18

## I. GENERAL INFORMATION

### ■ A. INTRODUCTION

1. **RFA Name.** Hurricane Sandy - Social Service Block Grant Supplement Request for Applications, (HS-SSBGS RFA)
2. **Summary.** The Department of Social Services, (Department) is seeking applications from 501(c)(3) nonprofit organizations and municipalities to provide Disaster Relief Services as described in the following hyperlink, [SSBG Service Objectives and Activities](#), to those households that met the eligibility requirements, that have been directly affected by Hurricane Sandy. The following hyperlink, [Social Services Disaster Relief Hurricane Sandy Supplemental Funds Plan](#), provides you with information relating to the execution of this RFA.
3. **Eligibility/Qualification.** Applicants shall be private provider organizations, defined as non-state entities that are 501(c)(3) nonprofit corporations or partnerships with principal place of business in Connecticut, and Connecticut municipalities. Individuals who are not a duly formed business entity are ineligible to participate in this procurement. Applicants must provide proof of nonprofit status, such as a copy of the Internal Revenue Service (IRS) determination letter, stating 501(c)(3) nonprofit confirmation.

Applicants shall have a minimum of three years' experience providing the SSBG Objectives and Activities proposed and meet all requirements in [Appendix A](#), the HS-Disaster Relief Supplement Application. Subcontractors proposed to deliver the SSBG Objective and Activity shall meet the same qualifications of a minimum of three years' experience providing service(s) proposed.

4. **Synopsis.** The Applicant shall:
  - a. Identify the SSBG Objective and Activity proposed;
  - b. Identify the target population, (household(s) that meet the eligibility requirements);
  - c. Identify the residing county(ties) of the target population;
  - d. Describe how the proposed SSBG Objective and Activity will be provided;
  - e. Demonstrate the ability to document the SSBG Objective and Activity delivered; and
  - f. Provide follow-up activities, as appropriate.

The Applicant shall provide documentation to demonstrate that the household(s) being proposed were impacted by Hurricane Sandy and other resources (insurance, local, state or federal) were not available to cover expenditures.

Eligible households must reside or have formerly resided in the following counties: Fairfield, Middlesex, New Haven, New London, the Mashantucket Tribal Nation and the Mohegan Tribal Nation that were impacted by Hurricane Sandy, and meet the income requirement as provided in the following hyperlink, [Federal Poverty Level and Income Eligibility](#).

Only Applicants that meet the requirements of [Appendix A](#), the HS-Disaster Relief Supplement Application, are qualified to submit responses to this RFA. One Application per Service Objective and Activity proposed is required.

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

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

■ **B. ABBREVIATIONS / ACRONYMS / DEFINITIONS**

C.G.S.	Connecticut General Statutes
CT	Connecticut
DAS	Department of Administrative Services (CT)
DSS/Department	Department of Social Services (CT)
FCC	Federal Communications Commission
FOIA	Freedom of Information Act (CT)
HS	Hurricane Sandy
LOI	Letter of Intent
OAG	Office of the Attorney General (CT)
OCS	Office of Community Services (CT)
OPM	Office of Policy and Management (CT)
POS	Purchase of Service
RFA	Request for Applications
SEEC	State Elections Enforcement Commission (CT)
SSBG	Social Services Block Grant
U.S.	United States

■ **C. INSTRUCTIONS**

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

Name: Marcia McDonough Contract Administration  
Address: 25 Sigourney Street, 9<sup>th</sup> Floor, Hartford, CT 06106  
Phone: 860-424-5214  
Fax: 860-424-5800  
E-Mail: [Marcia.McDonough@ct.gov](mailto:Marcia.McDonough@ct.gov)

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

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

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

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

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

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

- 3. Contract Offers.** The offer of the right to negotiate any contract pursuant to this RFA is dependent upon the availability of funding to the Department.
- 4. Eligibility.** Applicants shall be 501(c)(3) nonprofit organizations and municipalities.
- 5. Minimum Qualifications of Applicants.** Only Applicants who meet the requirements of having a minimum of three years' experience providing the SSBG Objectives and Activities proposed, and meet the requirements in [Appendix A](#), the HS-Disaster Relief Supplement Application, are qualified to submit responses to this RFA.
- 6. Procurement Schedule.** See below. Dates after the due date for submissions ("Submissions Due") are target dates only (\*). The Department may amend the schedule, as needed. Any change will be made by means of an amendment to this RFA and will be posted on the State Contracting Portal and the Department's RFA Web Page.

Milestones	Ending Dates
RFA Released	August 2, 2013
Questions Due by 2:00 PM EST	August 15, 2013
Responses to Questions (tentative)	August 19, 2013
Applications Due by 2:00 PM EST	<b>August 30, 2013</b>
Successful Respondent Announced	*TBD
Contract Negotiations Begin (tentative)	*TBD
Contract Begins	<b>October 1, 2013</b>

- 7. Letter of Intent.** Prospective Applicants are **not required** to submit a Letter of Intent (LOI).
- 8. Inquiry Procedures.** All questions regarding this RFA or the Department's procurement process must be submitted to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the requirements of the RFA or the procurement process will not be answered. **At its discretion, the Department may or may not respond to questions received after the deadline.** The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written addendum to this RFA. If any answer to any question constitutes a material change to the RFA, the question and answer will be

placed at the beginning of the addendum and duly noted as such. The agency will release the answers to questions on the date established in the Procurement Schedule. The Department will publish any and all amendments or addenda to this RFA on the State Contracting Portal and on the Department's RFA Web Page. **Submissions must include a signed Addendum Acknowledgement, which will be placed at the end of any and all amendments or addenda to this RFA.**

9. **HS-SSBGS RFA Due Date and Time.** The Official Contact is the **only authorized recipient** of submissions received in response to this RFA. Submissions must be received by the Official Contact or another representative of the Contract Administration and Procurement Unit designated by the Official Contact on or before the due date and time:

**Due Date: August 30, 2013**

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

Faxed or e-mailed submissions will not be evaluated. The Department shall not accept a postmark date as the basis for meeting the submission due date and time. Applicants should not interpret or otherwise construe receipt of a submission after the due date and time as acceptance of the submission, since the actual receipt of the submission is a clerical function. The Department suggests the Respondent use certified or registered mail, or a delivery service such as United Parcel Service (UPS) to deliver the submission when the Respondent is unable to deliver the submission by courier or in person.

When hand-delivering submissions by courier or in person, allow extra time due to building security procedures **and delivery and receiving procedures.**

**Hand-delivered submissions must be delivered to the Department's loading dock located on the side of the Department of Social Services building, at 555 Capitol Avenue. Upon arrival at the loading dock, ring the buzzer by the door. The submission will be received and the Applicant/deliverer will be provided with a receipt. Submissions will not be received at the security desk located in the front entrance at 25 Sigourney Street.**

Submissions shall not be considered received by the Department until they are in the hands of the Official Contact or another representative of the Contract Administration and Procurement Unit designated by the Official Contact. At the discretion of the Department, late submissions may be destroyed or retained for pick-up by the submitters. **Late submissions will not be evaluated.**

An acceptable submission must include the following:

- one (1) original submission;
- two (2) conforming copies of the original submission; and
- two (2) conforming electronic copies (one copy on each of two separate Compact Disks clearly labeled with the Legal Name of the Respondent and the RFA Name:
- **Hurricane Sandy - Social Service Block Grant Supplement Request for Applications, (HS-SSBGS RFA)**

The original submission must carry original signatures and be clearly marked on the cover as "Original." Unsigned submissions may not be evaluated. The original submission and each conforming copy of the submission must be complete, properly formatted and outlined, and ready for evaluation by the Evaluation Team. **The electronic copies of the submission must be compatible with Microsoft Office Word.** For the electronic copies, only the required Appendices and Forms identified in Section IV may be scanned and submitted in Portable Document Format (PDF) or similar file format.

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

**11. Declaration of Confidential Information.** 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 a respondent deems that certain information required by this RFA is confidential, the respondent must label such information as CONFIDENTIAL. In Section D, forms of the submission, the respondent must reference where the information labeled CONFIDENTIAL is located in the submission. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the respondent must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the respondent that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

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

#### ■ D. SUBMISSION FORMAT

- 1. Required Outline.** All submissions must follow the required outline presented in Section IV - Submission Outline. Submissions that fail to follow the required outline will be deemed non-responsive and not evaluated.
- 2. Attachments.** Attachments other than the required Appendices and Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices must not be altered or used to extend, enhance, or replace any component required by this RFA. Failure to abide by these instructions will result in disqualification.
- 3. Packaging and Labeling Requirements.** All submissions must be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the Respondent must appear in the upper left corner of the envelope or package. The RFA Name must be clearly displayed on the envelope or package: **RFA Name: Hurricane Sandy Social Service Block Grant Supplement Request for Applications, (HS-SSBGS RFA).**

Any received submission that does not conform to these packaging or labeling instructions will be opened as general mail. Such a submission may be accepted by the Department as a clerical function, but it will not be evaluated. At the discretion of the Department, such a submission may be destroyed or retained for pick-up by the submitters.

## ■ E. EVALUATION OF SUBMISSIONS

1. **Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of submissions received in response to this RFA. When evaluating submissions, negotiating and offering the right to negotiate a contract to successful Applicants, the Department will conform to its written procedures for POS procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85).
2. **Evaluation Team.** The Department will designate an Evaluation Team to evaluate applications submitted in response to this RFA. The contents of all submissions, including any confidential information, will be shared with the Evaluation Team. Only submissions found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Submissions that fail to comply with all instructions will be rejected without further consideration. Attempts by any Respondent (or representative of any respondent) to contact or influence any member of the Evaluation Team may result in disqualification of the respondent.
3. **Minimum Submission Requirements.** All submissions must comply with the requirements specified in this RFA. To be eligible for evaluation, submissions must (a) be received on or before the due date and time; (b) meet the Submission Format requirements; (c) follow the required Submission Outline; and (d) be complete. Submissions that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any submission that deviates significantly from the requirements of this RFA.
4. **Evaluation Criteria (and Weights).** Submissions meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Team will use to evaluate the technical merits of the submissions. Only the criteria listed below will be used to evaluate submissions. The criteria are weighted according to their relative importance.
  - Hurricane Sandy-Disaster Relief Supplement Application - Appendix A
5. **Respondent Selection.** Upon completing its evaluation of submissions, the Evaluation Team will submit the rankings of all submissions to the Department head. The final selection of successful Applicants is at the discretion of the Department head. Any Respondent selected will be so notified and awarded an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Pursuant to Governor M. Jodi Rell's Executive Order No. 3, any resulting contract will be posted on the State Contracting Portal. All unsuccessful Applicants will be notified by e-mail, at the Department's discretion, about the outcome of the evaluation and Respondent selection process.
6. **Debriefing.** After receiving notification of the outcome of the evaluation process from the Department, any respondent may contact the Official Contact, Marcia McDonough, Contract Administration, at (860)424-5214 or [Marcia.McDonough@ct.gov](mailto:Marcia.McDonough@ct.gov) and request a Debriefing of the procurement process and its submission. 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 submissions with other submissions, nor should the identity of the evaluators be released. The Debriefing

process shall not be used to change, alter, or modify the outcome of a competitive procurement. More detailed information about requesting a Debriefing may be obtained from the Official Contact.

- 7. Appeal Process.** Any time after the submission due date, but **not later than thirty (30) days** after the Department notifies Applicants about the outcome of a competitive procurement, Applicants may submit an Appeal to the Department. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. Applicants may appeal any aspect of the Department's competitive procurement; however, such Appeal must be in writing and must set forth facts or evidence in sufficient and convincing detail for the Department to determine whether during any aspect of the competitive procurement there was a failure to comply with the State's statutes, regulations, or standards concerning competitive procurement or the provisions of the RFA. Any such Appeal must be submitted to the Agency Head with a copy to the Official Contact. The respondent must include the basis for the Appeal and the remedy requested. The filing of an Appeal shall not be deemed sufficient reason for the Department to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an Appeal may be obtained from the Official Contact.
- 8. Contest of Solicitation or Award.** Pursuant to Section 4e-36 of the Connecticut General Statutes, "Any bidder or proposer on a state contract may contest the solicitation or award of a contract to a subcommittee of the State Contracting Standards Board..." More detailed information is available on the State Contracting Standards Board web site at <http://www.ct.gov/scsb/site/default.asp>.
- 9. Contract Execution.** Any contract developed and executed as a result of this RFA is subject to the Department's contracting procedures, which may include approval by the Department of Administrative Services and Office of the Attorney General.

## II. MANDATORY PROVISIONS

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

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

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

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the contract. Part II is available on OPM's web site at: [http://www.ct.gov/opm/fin/standard\\_contract](http://www.ct.gov/opm/fin/standard_contract).

Note:

Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations.

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

### ■ B. ASSURANCES

*By submitting an Application in response to this RFA, a respondent implicitly gives the following assurances:*

- 1. Collusion.** The respondent represents and warrants that the respondent did not participate in any part of the RFA development process and had no knowledge of the specific contents of the RFA prior to its issuance. The respondent further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the respondent's submission. The respondent also represents and warrants that the submission is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The respondent certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFA. The Department may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the respondent, contractor, or its agents or employees.
- 3. Competitors.** The respondent assures that the submission is not made in connection with any competitor submitting a separate submission in response to this RFA. No attempt has been made, or will be made, by the respondent to induce any competitor to submit, or not submit, qualifications for the purpose of restricting competition.

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

■ **C. TERMS AND CONDITIONS**

*By submitting an Application in response to this RFA, a respondent implicitly agrees to comply with the following terms and conditions:*

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
2. **Preparation Expenses.** Neither the State nor the Department shall assume any liability for expenses incurred by a respondent in preparing, submitting, or clarifying any qualifications submitted in response to this RFA.
3. **Exclusion of Taxes.** The Department is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Applicants are liable for any other applicable taxes.
4. **Changes to Submission.** No additions or changes to the original submission will be allowed after submission. While changes are not permitted, the Department may request and authorize Applicants to submit written clarification of their submissions, in a manner or format prescribed by the Department, and at the respondent's expense.
5. **Supplemental Information.** Supplemental information will not be considered after the deadline for submissions, unless specifically requested by the Department. The Department may ask a respondent to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a submission. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Department. At its sole discretion, the Department may limit the number of Applicants invited to make such a demonstration, interview, or oral presentation.
6. **Presentation of Supporting Evidence.** If requested by the Department, a respondent must be prepared to present evidence of experience, ability, data reporting capabilities, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFA. At its discretion, the Department may also check or contact any reference provided by the respondent.

7. **RFA Is Not An Offer.** Neither this RFA nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department or confer any rights on any respondent unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the respondent and the Department and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the respondent or for payment of services under the terms of the contract until the successful respondent is notified that the contract has been accepted and approved by the Department and, if required, by the Attorney General's Office.

■ **D. RIGHTS RESERVED TO THE STATE**

*By submitting an Application in response to this RFA, a respondent implicitly accepts that the following rights are reserved to the State:*

1. **Timing Sequence.** The timing and sequence of events associated with this RFA shall ultimately be determined by the Department.
2. **Amending or Canceling RFA.** The Department reserves the right to amend or cancel this RFA on any date and at any time, if the Department deems it to be necessary, appropriate, or otherwise in the best interests of the State.
3. **No Acceptable Submissions.** In the event that no acceptable Applications are submitted in response to this RFA, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.
4. **Award and Rejection of Submissions.** The Department reserves the right to award in part, to reject any and all submissions in whole or in part, for misrepresentation or if the submission limits or modifies any of the terms, conditions, or specifications of this RFA. The Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department reserves the right to reject the submission of any respondent who submits Applications after the submission due date and time.
5. **Sole Property of the State.** All applications submitted in response to this RFA are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFA shall be the sole property of the State, unless stated otherwise in this RFA or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.
6. **Contract Negotiation.** The Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFA. The Department further reserves the right to contract with one or more respondent for such services.
7. **Clerical Errors in Award.** The Department reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a respondent and subsequently awarding the contract to another respondent. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial respondent is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the respondent.

## ■ E. STATUTORY AND REGULATORY COMPLIANCE

*By submitting an Application in response to this RFA, the respondent implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:*

- 1. Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Applicants are generally advised not to include in their submissions any confidential information. If the respondent indicates that certain documentation, as required by this RFA, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The respondent has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a respondent may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.
- 2. Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.  
IMPORTANT NOTE: The respondent must upload the Workplace Analysis Affirmative Action Report through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and the Department of Rehabilitation Services can review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this section as a hyperlink.
- 3. Consulting Agreements, C.G.S. § 4a-81.** 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 proposal. As used herein "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's website at [OPM: Ethics Forms](#)  
IMPORTANT NOTE: The respondent must upload the Consulting Agreement Affidavit (OPM Ethics Form 5) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and the Department of Rehabilitation Services can review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this section as a hyperlink.

- 4. Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If a respondent is offered an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the respondent must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at [OPM: Ethics Forms](#)  
IMPORTANT NOTE: The selected respondent(s) must upload the Gift and Campaign Contributions Certification (OPM Ethics Form 1) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division prior to contract execution, and the Department of Rehabilitation Services can review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this section as a hyperlink.
- 5. Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a respondent is offered an opportunity to negotiate a contract, the respondent must provide the Department with *written representation* or *documentation* that certifies the respondent complies with the State's nondiscrimination agreements and warranties. A nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at [OPM: Nondiscrimination Certification](#)  
IMPORTANT NOTE: The selected respondent(s) must upload the Nondiscrimination Certification through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division prior to contract execution, and the Department of Rehabilitation Services can review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this section as a hyperlink.
- 6. [Certification Regarding Lobbying](#), (embedded as a hyperlink) - To submit a responsive Application, **THE RESPONDENT SHALL** provide a signed statement to the effect that no funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.**

### III. PROGRAM INFORMATION

#### ■ A. DEPARTMENT OVERVIEW

The Department of 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 Food and Nutrition Act of 2008, 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 are two Deputy Commissioners - a Deputy Commissioner for Programs and a Deputy Commissioner for Health Services, Finance, and Administration. There are two regional administrators responsible for the Department's three service regions. By statute, there is a statewide advisory council to the Commissioner and each region shall have a regional advisory council.

The Department administers most of its programs through 12 offices located in the three service 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. They are the Child Day Care Council and the Department of Rehabilitation Services. The Department of Rehabilitation Services is comprised of the former DSS Bureau of Rehabilitation Services; Board of Education and Services for the Blind; Commission on the Deaf and Hearing Impaired; Workers' Rehabilitation Program; and Driver Training Program for People with Disabilities.

#### **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.

## ■ B. PROGRAM OVERVIEW

For Federal Fiscal Year (FFY) 2013, the Hurricane Sandy Supplemental Funding level was funded at an additional \$474.5 million for impacted areas nationally, which includes the application of a 5.1% sequestration in accordance with the Balanced Budget and Emergency Deficit Control Act. Connecticut's final allocation is \$10,569,192.00 or 2.23% of the total available allocation.

The Department proposes to utilize resources for the following SSBG categories: case management, counseling, protective services for adults, housing services and informational & referral services. Connecticut will also cap administrative costs at 9%. The Department of Social Services utilizes various tools to ascertain need enabling to target services appropriately. Based upon forecasts, the Department does not project the utilization of any resources for repairs, renovations and rebuilding of facilities.

Per the Executive Summary of the Disaster Case Management Program Assessment – Tropical Storm Sandy – State of Connecticut (FEMA-DR-4087) issued November 26, 2012, Connecticut had:

- Severity of damage to social services infrastructure - "*minimal impact to the social services infrastructure; however there were several power outages reported*".
- Damage to child/youth facilities – “based upon available information, there was no damage reported to schools, child care facilities, Head Start programs and recreational facilities. However, services were disrupted in all declared counties for several days following the storm.
- Ability to conduct long-term disaster case management – based upon interviews from the agencies immediate DCM [disaster case management], there is limited ability to conduct long-term disaster case management in Fairfield, Middlesex, and New Haven Counties without funding support.

### **HS-SSBGS Program Objectives, Activities and Expectations:**

- Start Date to administer HS-SSBG Services is October 1, 2013 and end September 30, 2015. One Application per service proposed is required.
- A HS-SSBGS Resultant Contractor will be expected to:
  - Identify the target population;
  - Provide the services proposed to the target population;
  - Demonstrate the ability to document services delivered; and
  - Provide follow-up activities, as appropriate.

#### IV. SUBMISSION OUTLINE

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

- A. [Appendix A](#), the HS-Disaster Relief Supplement Application
- B. Appendix B, Organizational Chart(s)
- C. Appendix C, Proof of Nonprofit Status
- D. Appendix D, inclusive of the following documents and forms:
  - 1. Declaration of Confidential Information
  - 2. Conflict of Interest - Disclosure Statement
  - 3. Addendum Acknowledgement
  - 4. [Certification Regarding Lobbying](#)