Addendum 1

The Connecticut State Department on Aging Senior Community Service Employment Program Request for Proposals

The State of Connecticut, Department on Aging is issuing Addendum 1 to the Connecticut State Department on Aging Request for Proposals. All requirements of the original RFP except those requirements specifically changed by this addendum shall remain in effect. In the event of any inconsistency between information provided in the RFP and information in this addendum, the information in this addendum shall prevail.

Addendum 1 contains:

1. Amendments to the original RFP and

2. Questions and Responses.

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1. The amendments to the original RFP are as follows, a-f:

a. A principal place of business has been amended to an administrative office in the following areas of the RFP:

Found on page one of the RFP:

Qualifications: Respondents must have **an administrative office** in Connecticut; and no less than three (3) years' experience in providing employment services and/or social services.

C. INSTRUCTIONS
5. Minimum Qualifications of Respondents. To be considered for the right to negotiate a contract, a respondent must have: **an administrative office** in Connecticut; and no less than three (3) years' experience in providing employment services and/or social services.

D. PROPOSAL FORMAT
4. Executive Summary. Proposals must include a high-level summary of the proposal, not exceeding two (2) pages. The Executive Summary shall include: (a) the legal address of the respondent's **administrative office** in Connecticut; (b) the respondent's qualifications of no less than three (3) years' experience providing employment services and/or social services and (c) the county (ies) being proposed to service.

Addendum 1

The Connecticut State Department on Aging Senior Community Service Employment Program Request for Proposals

C. MAIN PROPOSAL COMPONENTS

1.0 Organizational Requirements - Maximum page limitation is ten (10) single-sided pages.

Qualified respondents from public or private non-profit employment and social services providers, private providers, government entities and WIBs are eligible to submit proposals in response to this RFP.

To be considered for the right to negotiate a contract, a respondent must have its **administrative office** in Connecticut and no less than three (3) years' experience in providing employment services and/or social services.

a. Administrative and Operational Capabilities -

3) Qualifications. Describe how the organization meets the required minimum qualifications of this RFP: a) **administrative office** in Connecticut and b) no less than three (3) years' experience in providing employment services and/or social services.

b. Training placements will average 20 hours per week has been amended to 18 hours per week in the following area of the RFP:

Program Overview

SCSEP Services Include:

- Training placements will average **18** hours per week and while in training, either with a host agency or in a classroom setting, the participant will be subsidized with an hourly training stipend. This stipend is Connecticut's minimum wage, as mandated by the Title V of the OAA. This stipend is funded through the grant award from the Department however the contractor is required to manage the payroll services for each participant.
-

c. Funding and Contract Term has been amended in the following section:

C. INSTRUCTIONS

3. Contracts. The offer of the right to negotiate a contract pursuant to this RFP is dependent upon the availability of funding to the Department. The Department anticipates the following:

Addendum 1

The Connecticut State Department on Aging Senior Community Service Employment Program Request for Proposals

Total Funding Available: **$2,543,640.00**
Number of Contracts: Up to four (4)
Contract Term: 10/01/2014 - **06/30/2017**

d. Total Available Funding by County has been amended in the following section:

D.COST PROPOSAL COMPONENTS 1.Financial Profile/ Cost Section b. Budget Requirements

2) Total Available Funding: Thirty-Three (33) Months Total Estimated Funding Available by State County is:

- Fairfield County: $ $899,580.Litchfield County: $682,440.
- New London County: $217,140.
- New Haven County: $744,480.

e. D. COST PROPOSAL COMPONENTS 1.Financial Profile/ Cost Section b. The following requirement has been added as 4) and the original 4) is now 5):

4) To submit a responsive proposal **THE RESPONDENT SHALL**: provide a match of five (5) percent of the funding for each county being proposed. Sources of match may include, but are not limited to: staff time, office space, program staff travel reimbursement and printing costs, etc. Match is to be included in the revised **Itemized Budget Template**.

5) To submit a responsive proposal **THE RESPONDENT SHALL**: provide a **Business Cost Narrative** adhering to the guidelines below:

a) In accordance with the governing principals of the SCSEP the budget must meet the following requirements:

Administration: 13.5% of contracted dollars
Participant Wages and Fringe: 75% of contracted dollars
Other Enrollee Costs: 11.5% of contracted dollars

b) Provide written explanation of the expected resultant contract costs including a rationale for each line Item, Direct or Indirect Cost, including the Itemized

Budget Template. The respondent shall include any other Resources that are used in support of SCSEP.

c) The Business Cost Narrative must fully explain cost elements listed in the Line Item Budget and fully explain the proposed staffing levels for each of the major tasks including any Indirect Costs charged to the resultant contract. The explanations must correspond to the Itemized Budget Template. Staffing levels must include FTWs by staff type as listed in the template.

f. The Itemized Budget Template has been amended.

3) Line Item Budget: To submit a responsive proposal **THE RESPONDENT SHALL**: provide a Line Item Budget that presents total costs for the operations of the proposed SCSEP using the **Itemized Budget Template**, embedded as a hyperlink.
The Department reserves the right to fund portions of a proposed budget and/or require adjustments. The Department also reserves the right to administer a 2% - 5% withhold of funds that can be earned by the resultant contractor, achieving the performance targets outlined in 4.0 Data and Technology Requirements, a. Outcomes.
The Department reserves the right to consider all factors including cost in the final selection of a successful respondent. The opportunity to negotiate a contract with the Department will not be awarded based on cost alone.

2. Question and Responses:

Questions submitted by interested parties and the official responses follow. These responses shall clarify the requirements of the RFP. In the event of an inconsistency between information provided in the RFP and information in these responses, the information in these responses shall control.

1. **Question**: We would appreciate a clarification of the meaning and intent of the term “a principal place of business” used in the RFP

   Response: Please refer to **1. The amendment to the original RFP is as follows.**

2. **Question**: It is clear that we need to submit references, do we also need to submit letters of support/commitment from current/prospective host agencies?

Addendum 1

The Connecticut State Department on Aging Senior Community Service Employment Program Request for Proposals

Response: No.

3. **Question**: Page 10 #3 states that the contract is a 2 year contract, but the budget template asks for a 3 year budget. Is the contract a 2 or 3 year contract and we would like to confirm that the budget amounts listed on page 38 are annual figures.

   Response: The contract for services described in the RFP is a thirty-three (33) month contract. The **Itemized Budget Template,** embedded as a hyperlink, has been adjusted to reflect Year 1=9 months, Year 2=12 months and Year 3=12 months. The budget amounts listed on page 38 are thirty-three (33) month amounts by County. Please also refer to Amendment **c. and d.** above.

4. **Question**: Is there any requirement for an In-Kind Match?

   Response: Yes. The RFP has been amended to add that additional requirement, please refer to **d.** above.

5. **Question**: According to the budget requirements stated on page 39 of the RFP, can a program coordinators recruitment efforts for host sites and participants be included in the section, Other Enrollee Costs?

   Response: Yes.

6. **Question**: Please confirm that the SCSEP grant is for two years at $927,872 per year maximum, assuming one applied for all four counties.

   Response: Please refer to **1**. **The amendments to the original RFP are as follows: c. Funding and Contract Term has been amended in the following section.**

   Please note: Resulting contracts will be for **33 months**.

   The following table displays the 33 month breakdown:

10/01/2014 - 06/30/2015 (9 months)	$ 693,720.
07/01/2015 – 06/30/2016 (12 months)	$924,960.
07/01/2016 – 06/30/2017 (12 months)	$924,960.

STATE DEPARTMENT ON AGING

Addendum 1

The Connecticut State Department on Aging Senior Community Service Employment Program Request for Proposals

7. **Question**: It appears that an applicant applying for all four counties would submit four proposals. Is this correct, or could such an applicant submit a statewide proposal?

   Response: Yes, that is correct. Per the RFP ■ **C. INSTRUCTIONS 11. Multiple Proposals.**

   The submission of multiple proposals of the same county by the respondent is not an option of this procurement. Each county proposed must be in a separate binder. Please be advised that proposals will be evaluated by county.

8. **Question:** Is there any required match for the SCSEP grant?

   Response: Yes. Please see response to Question 4.

9. **Question:** For budgeting purposes, is the Department expecting applicants to use $8.70/hour for the minimum wage, or should applicants assume $9.00/hour given the pending increase?

   Response: Applicants should use $9.00/hour when developing the budget.

10. **Question:** Are the funds paid to participants considered wages (as on page 35) with Social Security paid, or stipends (as on pages 25 and 37) without payroll taxes?

    Response: The funds paid to program participants are considered a stipend, without payroll taxes.

11. **Question:** Is the contractor responsible for the $25.00 medical exam fee? If yes, should that be a line item in the budget?

    Response: Yes the contractor is responsible for the fee if the participant chooses to have a physical. Yes, it should be a line item in the budget.

12. **Question:** Does the program run 50 or 52 weeks out of the year? This is critical to calculating the budget and is not addressed in the RFP.

    Response: The program runs 52 weeks.

13. **Question:** The RFP states that the average annual salary of participants exiting SCSEP due to a job will be $7,465. Is this number correct?

Addendum 1

The Connecticut State Department on Aging Senior Community Service Employment Program Request for Proposals

Response: Yes. That is the performance measure set by the United States Department of Labor.

14. Question: The RFP states that the contractor shall provide SCSEP services to at least 165% of its authorized program positions during the first fiscal year. Does this mean that Litchfield County must provide service to 36 participants in year one? If yes, what are the expectations for year two and three?

Response: Yes and the expectations for all years: one, two and three are to provide services to 165% of the service level.

15. Question: What can the 11.5% "other enrollee cost" be used for?

Response: Along with the line items provided on the budget form hyperlinked in the cost section of Appendix A, expenses include, but are not limited to: tuition for a participant's training course, training materials (i.e. DVD and computer programs) for participants, transportation assistance, etc.

16. Question: It appears that participants are expected to be paid an average of 20 hours per week but this exceeds the budget allocation per client. Please clarify funding requirements and cost per participant.

Response: Respondents should use $9.00 per hour and 18 hours per week. Please also refer to 2. Amendment to the RFP.

17. Question: Are the hours per client flexible based on ability and/or stamina?

Response: Yes, ability and/or stamina, but participant hours may not exceed 18 hours per week.

18. Question: Will allowance per enrollee will be increased to reflect increase in CT minimum wage?

Response: No, but it can be expected that the United States Department of Labor will decrease the service level for each county.

19. Question: Does DOL consider enrollees to be employees of the contractor selected by DSS? Subject to agency personnel policies?

Addendum 1

The Connecticut State Department on Aging Senior Community Service Employment Program Request for Proposals

Response: No, enrollees are to be considered program participants.

20. Question: The RFP indicates on page 12 of 41, "The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned proposals will not be evaluated. The original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Evaluation Team. The electronic copies of the proposal must be compatible with Microsoft Office Word except for the Budget, which may be compatible with Microsoft Office Excel. For the electronic copy, only the required appendices and forms may be scanned and submitted in Portable Document Format (PDF) or similar file format."
We only have paper and PDF copies of our audited financials. Would it be acceptable to submit the electronic copy of our last two audit reports in PDF format?

Response: Yes.

21. Question: The RFP indicates on page 12 of 41, "11.Multiple Proposals. The submission of multiple proposals of the same county by the respondent is not an option of this procurement. Each county proposed must be in a separate binder." It is our desire to submit a single proposal to serve all of the state authorized slots in Connecticut. May we submit a single proposal to serve all four counties, where the slots are distributed, in a single binder or is an individual proposal required for each county we would propose to serve?

Response: Please refer to the response to Question # 7.

22. Question: This question refers to "Legal Name" as it appears in the RFP:

- Page 12 of 41, "An acceptable submission must include the following: one (1) original proposal; three (3) conforming copies of the original proposal; and two (1) conforming electronic copies of the original proposal (one copy on each of two compact disks clearly labeled with the Legal Name of the respondent and SCSEP RFP".
- Page 14 of 41, "6. Style Requirements. Submitted proposals must conform to the following specifications: Binding Type: Loose leaf binders with the Legal Name of the respondent..."
- Page 14 of 41, "8. Packaging and Labeling Requirements. All proposals must be submitted in sealed envelopes or packages and be addressed to the

Official Contact. The Legal Name and Address of the respondent must appear in the upper left corner of the envelope or package."

a. May we use our organization's trade name when responding to this proposal?
b. If not, may our trade name be used in concert with our Legal Name?

Response: a. No. b. Yes. Please respond with the Legal Name of the Respondent doing business as trade name.

23. Question: The RFP indicates on page 14 of 41, "6. Style Requirements. Submitted proposals must conform to the following specifications: Paper Size: 8½" x 11", "portrait" orientation."

a. There are several pages in our audit reports that are printed in landscape format. Would these landscape page submissions be acceptable?

b. Additionally, documents such as functional organization charts are in some cases more appropriately presented in landscape format. Would the submission of this type of document be acceptable in landscape format?

c. Another example of a document that may be more appropriately presented in landscape format would be a detailed budget narrative. Would the submission of this type of document be acceptable in landscape format?

Response: a. Yes. b. Yes. c. Yes.

24. Question: The RFP indicates on page 30 of 41, "g. Evidence of Qualified Entity - To submit a responsive proposal THE RESPONDENT SHALL provide written assurance to the Department from its 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."

a. Our organization is already conducting business in the State of Connecticut performing SCSEP services for the US Department of Labor. Given our current standing in the state, may the requirement to provide written assurance from our legal counsel be waived?

b. If a waiver is not possible, would it be acceptable to substitute the requirement for documentation from legal counsel with documentation in the

form of a resolution adopted by our board of directors opining that our organization 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 along with a certificate of good standing from the Connecticut Secretary of State?

Response: a. No. This requirement will not be waived. b. Yes. The Department will accept a statement that the Respondent is currently performing work in Connecticut under the Respondent's name and a document in the form of the resolution from the Respondent's Board.

25. Question: Page 36 to 37 of 41 of the RFP states:

b. Expenditure Requirements

The U.S.DOL has dictated the following spending percentages for SCSEP.
1) A maximum of 13.5 percent of contracted funding shall be spent on Administrative costs.
2) A minimum of 75 percent of contracted funding shall be spent on Participant Wages and Fringe Benefits.
3) A maximum of 11.5 percent of contracted funding shall be spent on "Other Enrollee Costs".
The U.S. DOL regulations do establish specific maximum and minimum limits for the percentage of expended contract funds for Administrative and Participant Wage and Fringe Benefits, respectively, but they do not speak to limits on spending for "Other Enrollee Costs" otherwise referred to as "Program Costs". Applicable excerpts for the 2010 Final Rule are attached for your reference.

Would it be allowable for us to expend contracted grant funds in the following manner: 75% on Participant Wages and Fringe Benefits, 14% on Other Enrollee Costs and 11% on Administrative costs?

Response: No. The Department and approved by the Department of Labor; Per the RFP, **4.0 Data and Technology Requirements**

b. Expenditure Requirements

The U.S.DOL has dictated the following spending percentages for SCSEP.

1) A maximum of 13.5 percent of contracted funding shall be spent on Administrative costs.

Addendum 1

The Connecticut State Department on Aging Senior Community Service Employment Program Request for Proposals

2) A minimum of 75 percent of contracted funding shall be spent on Participant Wages and Fringe Benefits.

3) A maximum of 11.5 percent of contracted funding shall be spent on "Other Enrollee Costs".

Addendum 1

The Connecticut State Department on Aging Senior Community Service Employment Program Request for Proposals

Date Issued: March 06, 2014

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 DEPARTMENT ON AGING

PROCUREMENT NOTICE

Senior Community Service Employment Program Request for Proposals

SCSEP RFP

The Connecticut State Department on Aging (the Department) is seeking proposals to administer the Senior Community Service Employment Program (SCSEP).

The intent of the request for proposals (RFP) is to provide job skills training, job development and supportive services for older residents looking to enter or re-enter the workforce. This program is administered through the United States Department of Labor (US DOL).

Eligibility: Public or private non-profit employment and social services providers, private providers, government entities and Workforce Investment Boards (WIBs) are eligible to submit proposals in response to this RFP.

Qualifications: Respondents must have a principal place of business in Connecticut; and no less than three (3) years' experience in providing employment services and/or social services.

Interested respondents may submit a non-mandatory Letter of Intent (LOI) to the Department no later than March 7, 2014. Proposals shall be received at the Department no later than **2:00 PM Local Time on April 3, 2014**. Proposals received after the stated due date and time may be accepted by the Department as a clerical function, but will not be evaluated. Those proposals that are not evaluated can be picked up by the respondent after notification from the Official Contact or shall be retained for thirty days after the resultant contracts are executed, after which time the proposals will be destroyed.

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/cr1.aspx?page=12 or call or write:

Marcia McDonough
State of Connecticut 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/aging

and the Department of Social Services website:

http://www.ct.gov/dss/cwp/view.asp?a=2345&q=304920.

This document is configured for 2-sided printing.

The Department is an Equal Opportunity/Affirmative Action Employer. Deaf and hearing-impaired persons may use a TDD by calling 1-800-842-4524. Questions or requests for information in alternative formats shall be directed to the Department's Official Contact at 860-424-5214. The Department 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 of Connecticut (State).

TABLE OF CONTENTS

	Page
Procurement Notice	1
Section I - GENERAL INFORMATION	4
A. Introduction	4
B. Abbreviations / Acronyms / Definitions	4
C. Instructions	9
D. Proposal Format	13
E. Evaluation of Proposals	15
Section II - MANDATORY PROVISIONS	17
A. Standard Contract, Parts I and II	17
B. Assurances	17
C. Terms and Conditions	18
D. Rights Reserved to the State	19
E. Statutory and Regulatory Compliance	20
Section III - PROGRAM INFORMATION	23
A. Department Overview	23
B. SCSEP Overview	24
C. Main Proposal Components	26
D. Cost Proposal Components	38
Section IV - PROPOSAL OUTLINE	41

I. GENERAL INFORMATION

A. INTRODUCTION

1. **RFP Name.** Senior Community Service Employment Program Request for Proposals, SCSEP RFP.

2. **Summary.** The purpose of the request for proposals is to provide job skills training, job development and supportive services for older residents looking to reenter the workforce.

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

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

B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO Best and Final Offer
CDL Commercial Driver's License
C.G.S. Connecticut General Statutes
CHRO Commission on Human Rights and Opportunities (CT)
CT Connecticut
DAS Department of Administrative Services (CT)
DSS Department of Social Services (CT)
FOIA Freedom of Information Act (CT)
FTW Full Time Workers
GAAP Generally Accepted Accounting Principles
IEP Individual Employment Plan
IRS Internal Revenue Service (US)
LOI Letter of Intent
OAG Office of the Attorney General (CT)
OAA Older Americans' Act
OMB Office of Management and Budget
OPM Office of Policy and Management (CT)
OSC Office of the State Comptroller (CT)
P.A. Public Act (CT)
POS Purchase of Service
RFP Request for Proposals
RUCA Rural Urban Community Area
SCSEP Senior Community Service Employment Program
SDA The State Department on Aging
SEEC State Elections Enforcement Commission (CT)
U.S. United States
US DHHS United States Department of Health and Human Services
US DOL United States Department of Labor
WIBs Workforce Investment Boards

The following definitions apply to this procurement:

1. **Contractor(s):**
   Public or private non-profit employment and social services providers, private providers, government entities and Workforce Investment Boards (WIBs) that enter into a contract with the Department as a result of this RFP.

2. **Department or SDA:**
   The State Department on Aging

3. **Disability:**
   A condition that is attributable to mental or physical impairment, or a combination of mental and physical impairments and results in substantial functional limitations in one or more of the following areas of major life activity:
   a. self-care
   b. receptive and expressive language
   c. learning
   d. mobility
   e. self-direction
   f. capacity for independent living
   g. economic self-sufficiency
   h. cognitive functioning
   i. emotional adjustment

4. **Eligibility:**
   Someone who:
   a. Is age 55 years or older at time of enrollment;
   b. Is unemployed; and
   c. Is at or below 125% of the Federal Poverty Level.

5. **Follow-up:**
   Activities performed by the contractor to obtain current information on a participant's employment status upon exit from the program. Follow ups shall be conducted by telephone or electronically with the individual's employer or the individual, as appropriate. Follows up are to be conducted the 1st, 2nd and 3rd calendar quarters after exit from the program.

6. **Frail:**
   An individual 55 years of age or older who is determined to be functionally impaired because they are either:
   a. Unable to perform at least 2 activities of daily living without the substantial human assistance, including verbal reminding, physical cueing or supervision; and
   b. Due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another person.

7. **Hard Job Skills:** Specific knowledge and abilities required to succeed in a job.

8. **Homeless:**
   A participant who:
   a. lacks a fixed, regular and adequate nighttime residence;
   b. a person who has a primary nighttime residence that is:
      1) a public or privately run shelter providing temporary living accommodations;
      2) an institution that provides temporary assistance for individuals intended to be institutionalized; or
      3) a public or private place not designated for, or ordinarily used as, regular sleeping accommodations for human beings.

9. **Host Agency:**
   Agency designated non-profit organizations or public agencies that can provide on the job training and opportunities for learning to program participants.

10. **Individualized Employment Plan (IEP):**
    A work plan developed to define the training and employment goals for the program participant. It includes an objectives and a timeline to define how the participant will meet those goals.

11. **Job Clubs:**
    A regularly scheduled meeting of SCSEP participants for the purposes of training about issues including but not limited to:
    a. Job development;
    b. Available supportive services; and
    c. SCSEP regulations.

12. **Job Developer:**
    A staff member who:
    a. Markets SCSEP participants to potential employers; and
    b. Assists SCSEP participants in finding employment opportunities by assisting in the development of a resume, preparing for an interview or training participants to complete online applications.

13. **Letter of Intent:**
    Formal notification from a prospective respondent of intent to apply to provide services as outlined in the RFP.

14. **Limited English Proficiency:**
    An individual who does not speak English as his/her primary language and who has a limited ability to read, speak, write or understand English.

15. **Low Employment Prospects:**
    This relates to the likelihood that an individual will not obtain employment without assistance of a workforce development program, including SCSEP. These individuals will have significant barriers to employment including but not limited to:
    a. Lacking a substantial employment history;
    b. Lacking basic skills and/or English language proficiency;
    c. Lacking a high school diploma or the equivalent;
    d. Having a disability;
    e. Being homeless; and

f. Residing in a social and economically isolated rural or urban area where employment opportunities are limited.

16. Low Income:

A person with an income at or below 125% of the federally established poverty line. For an individual, income is $14,363 annually and for a married person, income is $19,388 annually. This is based on the 2013 Health and Human Services Poverty Guidelines Adapted for SCSEP by the US Department of Labor.

17. Low Literacy Skills:

Able to compute or solve problems, read, write or speak at or below an 8th grade level or unable to do these things at a level necessary to function either on the job or in society.

18. Most in Need:

A program participant with one or more of the following barriers to employment:

a. Disability;
b. Frail;
c. Homeless;
d. Limited English Proficiency;
e. Low Employment Prospects;
f. Low Literacy Skills;
g. Persistent Unemployment;
h. Rural;
i. Severe Disability;
j. Severely Limited Employment Prospects; and
k. Veteran.

19. Older Americans Act (OAA):

The Older Americans Act of 1965, amended, is a federal Act, which establishes authority for the development of programs to serve older persons (60 years or older), especially those with the greatest social and economic need, giving particular attention to low income individuals, including low-income minority older individuals, older individuals and persons with disabilities with limited English proficiency and older individuals and persons with disabilities residing in rural areas. This legislation was passed by Congress with the primary goal of maintaining the independence as well as the dignity of the elderly.

20. Participant:

A person enrolled in SCSEP and receiving services.

21. Persistent Unemployment:

When a city, town or county has an average unemployment rate that is more than 20% higher than the average national average for two out of the last three years.

22. Poverty:

The income level defined each year by the United States Department of Health and Human Services (DHHS) Secretary. The annual DHHS Poverty Guidelines provide dollar thresholds representing levels of households of various sizes.

23. Prospective Respondent:

Public or private non-profit employment and social services providers, private providers, government entities and Workforce Investment Boards (WIBs) that may submit a proposal to the Department in response to this RFP, but have not yet done so.

24. Respondent:

A public or private non-profit employment and social services providers, private providers, government entities and Workforce Investment Boards (WIBs) that have submitted a proposal to the Department in response to this RFP.

25. Rural:

For planning purposes, the State Department on Aging defines a rural community as those where at least 50 percent of residents reside in rural areas as defined by the U.S. Census Bureau's 2010 Census Urban and Rural Classification.

26. Severe Disability:

A severe, chronic disability attributable to mental or physical impairment or a combination of mental and physical impairments that:

a. Is likely to continue indefinitely; and
b. Results in substantial functional limitation in three or more of the following areas of major life activity:
    1) Self-Care;
    2) Receptive and expressive language;
    3) Learning;
    4) Mobility;
    5) Self-direction;
    6) Capacity of independent living; and
    7) Economic self-sufficiency.

27. Severely Limited Employment Prospects:

A substantially higher likelihood that an individual will not obtain employment without the assistance of a workforce development program, such as SCSEP. Such person may have more than one significant barrier to employment. These barriers may include but are not limited to:

a. Lacking a substantial employment history, basic skills and/or English-language proficiency;
b. Lacking a high school diploma or the equivalent;
c. Having a disability;
d. Being homeless; and
e. Residing in socially and economically isolated rural or urban areas where employment opportunities are limited.

28. Soft Job skills:

Personal attributes needed for success in a job, including communication, teamwork and critical thinking.

29. SPARQ:

The web based data collection system maintained by the US DOL to record and maintain data for SCSEP.

30. Target Groups:

Services provided to Connecticut residents who are unemployed, low-income and ages 55 or older. A focus is to be made to those considered by the US DOL as most in need as follows, a person who:

a. Has a disability;
b. Is frail;
c. Is Homeless;
d. Has limited English Proficiency;
e. Has low employment prospects;
f. Has low literacy skills;
g. Resides in an area of persistent unemployment;
h. Resides in a rural area;
i. Has a severe disability;
j. Has severely limited employment prospects; or
k. Is a Veteran.

31. Unsubsidized Employment:

A paid position, either part time or full time in which wages are not paid for through SCSEP.

32. Urban:

Areas defined by the SDA comprised of a central place and its adjacent densely settled territories with a combined minimum population of 50,000 and a census designated place with 20,000 or more inhabitants.

33. Veteran:

An individual who is a "covered person" for purposes of the Jobs for Veterans Act, 30 U.S.C. Section 4215(a)(1). It is defined as follows:

a. Someone who has served in the Armed Forces;
b. The spouse of any of the following individuals:
    1) Any Veteran who died of a service-connected disability;
    2) Any member of the Armed Forces serving on active duty who, at the time of application for assistance under this section, is listed, pursuant to section 556 of Title 37 and regulations issued there under, by the Secretary concerned in one or more of the following categories and has been so listed for a total of more than 90 days: (I) missing in action, (II) captured in line of duty by a hostile force, or (III) forcibly detained or interned in line of duty by a foreign government or power;
    3) Any Veteran who has a total disability resulting from a service-connected disability; and
    4) Any Veteran who died while a disability so evaluated was in existence.

■ C. INSTRUCTIONS

1. **Official Contact.** The Department has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Respondents, prospective respondents, and other interested parties are advised that any communication with any other Department employee(s) (including appointed officials) or personnel under contract to the Department about this RFP is

strictly prohibited. Respondents or prospective respondents who violate this instruction may risk disqualification from further consideration.

Name: Marcia McDonough, Contract Administration and Procurement
Address: State of Connecticut, Department of Social Services
25 Sigourney Street, 9th Floor, Hartford, CT 06106
Phone: 860-424-5214
Fax: 860-424-5800
E-Mail: marcia.mcdonough@ct.gov

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

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

   - Department's RFP Web Page
     http://www.ct.gov/aging

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

     Department of Social Services website:
     http://www.ct.gov/dss/cwp/view.asp?a=2345&q=304920.

   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 RFP.

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

3. **Contracts.** The offer of the right to negotiate a contract pursuant to this RFP is dependent upon the availability of funding to the Department. The Department anticipates the following:

   Total Funding Available: $927,872.00
   Number of Contracts: Up to four (4)
   Contract Term: 10/01/2014 - 09/30/2016

4. **Eligibility.** Public or private non-profit employment and social services providers, private providers, government entities and Workforce Investment Boards (WIBs) are eligible to submit proposals in response to this RFP.

5. **Minimum Qualifications of Respondents.** To be considered for the right to negotiate a contract, a respondent must have: a principal place of business in Connecticut; and no less than three (3) years' experience in providing employment services and/or social services.

The Department reserves the right to reject the submission of any respondent in default of any current or prior contract.

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

RFP Released:	February 7, 2014
Deadline for Questions:	February 21, 2014, 2:00 p.m. Local Time
Answers Released (tentative):	February 28, 2014
Non- Mandatory Letter of Intent	March 7, 2014
Proposals Due:	**April 3, 2014, 2:00 p.m. Local Time**
(*) Start of Contract:	October 1, 2014

7. **Letter of Intent.** A non-mandatory Letter of Intent (LOI) may be submitted by interested respondents. The LOI is not mandatory. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI shall be submitted to the Official Contact by US mail, fax, or e-mail by the deadline established in the Procurement Schedule. The LOI shall clearly identify the sender, including name, mailing address, telephone number, fax number, and e-mail address.
The LOI shall also identify the county or counties being proposed.

8. **Inquiry Procedures.** All questions regarding this RFP or the Department's procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Department may or may not respond to questions received after the deadline. If this RFP requires a Letter of Intent, the Department reserves the right to answer questions only from those who have submitted such a letter. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written addendum to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the 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 and addenda to this RFP on the State Contracting Portal and on the Department's RFP Web Page. At its discretion, the Department may distribute any amendments and addenda to this RFP to prospective respondents who submitted a Letter of Intent. **Proposals must include a signed Addendum Acknowledgement, which will be placed at the end of any and all addenda to this RFP.**

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

Due Date: April 3, 2014
Time: 2:00 p.m. Local Time

Faxed or e-mailed proposals will not be evaluated. The Department will not accept a postmark date as the basis for meeting the submission due date and time. Respondents should not interpret or otherwise construe receipt of a proposal after the due date and time as acceptance of the proposal, since the actual receipt of the proposal 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 proposal. When hand-delivering proposals, submitters should allow extra time to comply with building security procedures and new delivery and receiving requirements.

Hand-delivered proposals must be delivered to the loading dock located on the north side of the building, at **555 Capitol Avenue**. Upon arriving at the loading dock, the courier or respondent must ring the buzzer by the door. The Official Contact or designee will receive the proposal and provide the courier or respondent with a receipt upon request.

Proposals 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 Unit designated by the Official Contact. At the discretion of the Department, late proposals may be destroyed or retained for pick up by the submitters.

An acceptable submission must include the following:

one (1) original proposal;
three (3) conforming copies of the original proposal; and
two (1) conforming electronic copies of the original proposal (one copy on each of two compact disks clearly labeled with the Legal Name of the respondent and SCSEP RFP

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

11. **Multiple Proposals.** The submission of multiple proposals of the same county by the respondent is not an option of this procurement. Each county proposed must be in a separate binder.

12. **Declaration of Confidential Information.** Respondents are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a respondent deems that certain information required by this RFP is confidential, the respondent must label such information as CONFIDENTIAL. In Section C of the proposal submission, the respondent must reference where the

information labeled CONFIDENTIAL is located in the proposal. *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).

13. **Conflict of Interest - Disclosure Statement.** In Section D of the proposal submission respondents must include a disclosure statement concerning any current business relationships (within the past three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the 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*: "[name of respondent] has no current business relationship (within the past three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

■ D. PROPOSAL FORMAT

1. **Required Outline.** All proposals must follow the required outline presented in Section IV. Proposal Outline. Proposals that fail to follow the required outline will be deemed, at the discretion of the Department, non-responsive and not evaluated.

2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Respondents must complete and use the **Cover Sheet** form, which is embedded in this section as a hyperlink.

3. **Table of Contents.** All proposals must include a Table of Contents that conforms to the required proposal outline. (See Section IV, Proposal Outline)

4. **Executive Summary.** Proposals must include a high-level summary of the proposal, not exceeding two (2) pages. The Executive Summary shall include: (a) the legal address of the respondent's principal place of business in Connecticut; (b) the respondent's qualifications of no less than three (3) years' experience providing employment services and/or social services and (c) the county(ies) being proposed to service.

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

5. **Attachments.** Attachments other than the required Appendices or Forms identified in Section IV are not permitted and will not be evaluated. Further, the required

Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.

6. **Style Requirements.** Submitted proposals must conform to the following specifications:

Binding Type:	Loose leaf binders with the Legal Name of the respondent, and the RFP Name appearing on the outside front cover of each binder: **Senior Community Service Employment Program**
Dividers:	A tab sheet keyed to the table of contents must separate each subsection of the proposal; the title of each subsection must appear on the tab sheet
Paper Size:	8½" x 11", "portrait" orientation
Page Limit:	Single-sided, consecutively numbered pages (page limitations are provided in each section of requirements) ***excluding*** all required Appendices and Forms
Print Style:	Single-sided
Font Size:	Minimum of 11-point
Font Type:	Arial or Tahoma
Margins:	The binding edge margin of all pages shall be a minimum of one and one half inches (1½"); all other margins shall be 1"
Line Spacing:	Single-spaced

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

8. **Packaging and Labeling Requirements.** All proposals must be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the respondent must appear in the upper left corner of the envelope or package. The RFP Name must be clearly displayed on the envelope or package: **Senior Community Service Employment Program Request for Proposals**

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

E. EVALUATION OF PROPOSALS

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

2. **Evaluation Team.** The Department will designate an Evaluation Team to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Evaluation Team. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any 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 proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) follow the required Proposal Outline; and (4) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any proposal that deviates significantly from the requirements of this RFP.

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

   A. Organizational Requirements 15%
   B. Service Requirements 35%
   C. Staffing Requirements 20% *see note*
   D. Data and Technology Requirements 15%
   E. Financial Profile Budget and Budget Narrative 15%
   Note:
   As part of its evaluation of the Staffing Plan, the Evaluation Team will consider the respondent's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

5. **Respondent Selection.** Upon completing its evaluation of proposals, the Evaluation Team will submit the rankings of all proposals to the Department head. The final selection of a successful respondent is at the discretion of the Department head. Any respondent selected will be so notified and offered an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Pursuant to Governor M. Jodi Rell's Executive Order No. 3, any resulting

contract will be posted on the State Contracting Portal. All unsuccessful respondents will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and respondent selection process.

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

7. **Appeal Process.** Any time after the submission due date, but **not later than thirty (30) days** after the Department notifies respondents about the outcome of a competitive procurement, respondents may submit an Appeal to the Department. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. Respondents may appeal any aspect of the Department's competitive procurement; however, such Appeal must be in writing and must set forth facts or evidence in sufficient and convincing detail for the Department to determine whether during any aspect of the competitive procurement there was a failure to comply with the State's statutes, regulations, or standards concerning competitive procurement or the provisions of the RFP. 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 Contract Offer.** 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 RFP is subject to the Department's contracting procedures, which may include approval by the Office of the Attorney General.

II. MANDATORY PROVISIONS

A. STANDARD CONTRACT, PARTS I AND II

By submitting a proposal in response to this RFP, 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 other 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 website at: OPM: POS Standard Contract Part II.

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 a proposal in response to this RFP, a respondent implicitly gives the following assurances:

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

2. **State Officials and Employees.** The 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 RFP. The Department may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the respondent, contractor, or its agents or employees.

3. **Competitors.** The respondent assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the respondent to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The respondent further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the respondent knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.

4. **Validity of Proposal.** The respondent certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or addenda hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Department may include the proposal, by reference or otherwise, into any contract with the successful 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 RFP or any resulting contract.

■ C. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, 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 proposal submitted in response to this RFP.

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

4. **Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.

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

6. **Supplemental Information.** Supplemental information will not be considered after the deadline for submission of proposals, 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 proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Department. At its sole discretion, the Department may limit the number of respondents invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per respondent.

7. **Presentation of Supporting Evidence.** If requested by the Department, a respondent must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Department may make on-site visits to an operational facility or facilities of a respondent to evaluate further the respondent's capability to perform the duties required by this RFP. At its discretion, the Department may also check or contact any reference provided by the respondent.

8. **RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department or confer any rights on any 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 a proposal in response to this RFP, 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 RFP shall ultimately be determined by the Department.

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

3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.

4. **Offer and Rejection of Proposals.** The Department reserves the right to offer in part and/or to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department reserves the

right to reject the proposal of any respondent who submits a proposal after the submission date and time.

5. **Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract executed as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.

6. **Contract Negotiation.** The Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more respondent for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from respondents. The Department may set parameters on any BFOs received.

7. **Clerical Errors in Contract Offer.** The Department reserves the right to correct inaccurate offers resulting from its clerical errors. This may include, in extreme circumstances, revoking the offering of the right to negotiate a contract already made to a respondent and subsequently offering the right to negotiate a 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.

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

■ E. STATUTORY AND REGULATORY COMPLIANCE

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

1. **Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Respondents are generally advised not to include in their proposals any confidential information. If the respondent indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The 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.** Connecticut statute and regulations impose certain obligations on State agencies (as well as contractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons. Detailed information is available on CHRO's web site at Contract Compliance.
   IMPORTANT NOTE: The respondent must upload the Workplace Analysis Affirmative Action Report into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information about uploading standard contract documents is embedded in this section as a hyperlink.

3. **Consulting Agreements, C.G.S. § 4a-81.** Proposals for State contracts with a value of $50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall include a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's website at OPM: Ethics Forms.
   IMPORTANT NOTE: The respondent must upload the Consulting Agreement Affidavit (OPM Ethics Form 5) into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information about uploading standard contract documents is embedded in this section as a hyperlink.

4. **Limitation on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC § 1352.** A responsive proposal shall include a Certification Regarding Lobbying form, which is embedded in this section as a hyperlink, attesting to the fact that none of the funds appropriated by any Act may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the: (A) awarding of any

Federal contract; (B) making of any Federal grant; (C) making of any Federal loan; (D) entering into of any cooperative agreement; or (E) extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

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 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 Connecticut State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at OPM: Ethics Forms.
IMPORTANT NOTE: The successful respondent must upload the Gift and Campaign Contributions Certification (OPM Ethics Form 1) into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to contract execution. More information about uploading standard contract documents is embedded in this section as a hyperlink.

6. **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 Connecticut State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at OPM: Nondiscrimination Certification.
IMPORTANT NOTE: The selected respondent must upload the Nondiscrimination Certification into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to contract execution. More information about uploading standard contract documents is embedded in this section as a hyperlink.

III. PROGRAM INFORMATION

A. DEPARTMENT OVERVIEW

The Connecticut State Department on Aging ensures that Connecticut's elders have access to the supportive services necessary to live with dignity, security, and independence. Headed by a Commissioner, the Department is responsible for planning, developing, and administering a comprehensive and integrated service delivery system, including the Long Term Care Ombudsman Program, for older persons in Connecticut.

In doing so, the Department administers Older Americans Act programs for supportive services, in-home services, and congregate and home-delivered meals. It also administers programs that provide senior community employment, health insurance counseling, and respite care for caregivers. To do so, and in accordance with the Older Americans Act, the Department has developed a four year State Plan on Aging which can be found here.

For more information please visit the Department's website at www.ct.gov/aging

The Department works closely with the aging network partners to provide these services. Partners include Connecticut's five area agencies on aging, municipal agents for the elderly, senior centers and many others who provide services to older adults.

Department Mission

The mission of the State Department on Aging is to empower older adults to live full independent lives and to provide leadership on aging issues on behalf of older adults, families, caregivers, and advocates.

Department Vision

Knowledge

We envision older adults, families and caregivers who are well-informed about available resources.

Advocacy

We envision older adults, families and caregivers who are educated self-advocates. We envision a community of compassionate aging professionals who advocate on behalf of those who cannot.

Respect

We envision older adults who are valuated in our communities and treated with deference and compassion.

Collaboration

We envision a collaborative network of service providers who work together to use resources for the maximum benefit of older adults.

■ B. SCSEP OVERVIEW

The Senior Community Service Employment Program (SCSEP) provides job skills training, job development and supportive services for older residents looking to enter or reenter the workforce. This program is administered through the U.S. Department of Labor (US DOL). Eligibility requirements are determined by Title V of the Older Americans' Act (OAA) and are as follows:

- Age 55 or older
- Unemployed
- Low-income

Target Populations

Along with the aforementioned eligibility requirements, the US DOL's foremost objective is to provide services to those determined to be most in need, based on their barriers to employment. Barriers include:

- Disability
- Frail
- Homeless
- Limited English Proficiency
- Low Employment Prospects
- Low Literacy Skills
- Persistent Unemployment
- Rural
- Severe Disability
- Severely Limited Employment Prospects
- Veteran

There is no maximum age for enrollment.

Program Overview

Program participants can be enrolled in SCSEP for a maximum of 48-months, however it is the intent of the program to have enrollees job ready sooner.

Participant involvement is crucial to the delivery of services.

SCSEP Services Include:

- Completion of a participant Skills Assessment of existing hard and soft job skills and Individual Employment Plan (IEP) which will guide training and supportive services for the duration of the participants involvement in SCSEP. Both the assessment and IEP must be reviewed annually.

- Placement with a non-profit or municipal agency, heretofore the "host agency", for on-the-job skills training, in accordance with the IEP. In some instances a participant can be placed in classroom training (i.e. computer skills, Certified Nurses' Aide training) in lieu of placement with a host agency.

- Training placements will average 20 hours per week and while in training, either with a host agency or in a classroom setting, the participant will be subsidized with an hourly training stipend. This stipend is Connecticut's minimum wage, as mandated by the Title V of the OAA. This stipend is funded through the grant award from the Department however the contractor is required to manage the payroll services for each participant.

- Offer, or make available, supportive services to program participants. To assist the participant in being job ready upon their completion of the program, the program must also provide assistance in addressing barriers to employment. These barriers include but are not limited to, homelessness, Limited English Proficiency, low literacy, disability and caregiver concerns.

- Provide job development services to assist in finding unsubsidized employment when the participant is ready to leave the program. The participant is required to participate in this service by actively seeking employment, attending job fairs, completing resumes and going on interviews. Job development services may include but are not limited to, assistance in resume development, training and preparation for an interview, and job search assistance.

SCSEP maintains strict guidelines with regards to data collection. The federal government provides forms for intake, host agency placement and exit from the program. Forms or paperwork may be developed by the Department or the contractor for additional data collection. All data is to be entered into the SPARQ program, an online system developed by and maintained for SCSEP and the U.S. DOL. Program staff is required to maintain this data collection in a timely fashion and in accordance with program regulations.

Performance Measures

The US DOL has determined the following performance measures:

- Community Service is the percentage of participant training hours completed at the host agency assignment.

- Entered Employment is the percentage of SCSEP participants that exit the program for unsubsidized employment.

- Employment Retention is tracking participants who have retained unsubsidized employment for three, six and nine months after exiting SCSEP.

- Service Level is tracking the number of participants being served by SCSEP.

- Average Earnings is indicating the average wages earned in a quarter by participants who have exited for unsubsidized employment.

- Most in Need is tracking the barriers to employment that US DOL has determined as focused areas of need when recruiting participants.

SCSEP Service Levels by County

The U.S. DOL has set the following expectations for SCSEP by county. Respondents may propose either one or more of the following counties. Respondents must serve the proposed county (ies) in its entirety.

County	Service Level
Fairfield	29 participants
Litchfield	22 participants
New London	7 participants
New Haven	24 participants

The Department determines funding levels in accordance with this service level. The Department plans the cost of one participant to equal approximately $11,280 annually.

Community Collaboration

Collaboration is essential for a successful SCSEP. The program must be able to work with the non-profit community to develop and maintain host agencies for training sites; must be able to network with local businesses and workforce services to provide adequate job development services; and must be able to access the aging network, including the local area agency on aging, to provide supportive services as needed.

Agency Support

To successfully maintain the Senior Community Service Employment Program, the agency must have fiscal staff available to support the program. Services include budget development, budget and expense forecasting and monthly financial reporting for the department.

■ C. MAIN PROPOSAL COMPONENTS

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.

1.0 Organizational Requirements - Maximum page limitation is ten (10) single-sided pages.

Qualified respondents from public or private non-profit employment and social services providers, private providers, government entities and WIBs are eligible to submit proposals in response to this RFP.

To be considered for the right to negotiate a contract, a respondent must have its principal place of business in Connecticut and no less than three (3) years' experience in providing employment services and/or social services.

The Department reserves the right to reject the submission of any respondent in default of any current or prior contract.

a. Administrative and Operational Capabilities - To submit a responsive proposal, **THE RESPONDENT SHALL** include the following information about its administrative and operational capabilities:

1) Purpose. Provide an overview of the organization including the purpose, mission, vision, years in operation and current range of services the organization provides.

2) Functional Organization. Provide an organization chart showing the hierarchical structure of functions and positions for all areas of the organization including personnel to be working directly on SCSEP, in Section IV.H. Appendices Indicate on the chart where the staffing functions related to this program will be located. See Section III.C.3.0 Staffing Requirements, for more information.

3) Qualifications. Describe how the organization meets the required minimum qualifications of this RFP: a) principal place of business in Connecticut and b) no less than three (3) years' experience in providing employment services and/or social services.

   Provide a list of projects that the organization has completed within the past three (3) years in the subject area with emphasis on activities relevant and related to the services required by this RFP.

b. Governance - Disclosure - To submit a responsive proposal **THE RESPONDENT SHALL** provide the following information:

1) The name, work address, and percentage of time allocated for this resultant contract for each responsible director.

2) The role of the board of directors in governance and policy-making.

3) A current organizational chart defining levels of ownership, governance and management.

4) A complete description of any and all related party relationships and transactions. The respondent must fully disclose any anticipated payments to a related party. Such payments are non-allowable unless the respondent provides sufficient data to satisfy the Department that the costs are necessary and reasonable.

5) An overview of how policies and procedures are reviewed and updated by the respondent, whenever changes in Federal and State labor and employment tax rules and/or operations change or as requested by the Department.

6) Evidence of sound fiscal management processes, fiscal stability, and the ability to manage public contracts, public grants and third party reimbursement systems.

c. Ownership - Disclosure - To submit a responsive proposal **THE RESPONDENT SHALL** provide the following information:

1) A complete description of percent of ownership by the principals of the company or any other individual or organization that retains a 5% or more interest including name and work address.

2) The relationship of the persons so identified to any other owner or governor if they are the individual's spouse, child, brother, sister or parent.

3) The name of any person with an ownership or controlling interest of 5% or more, in the respondent, who also has an ownership or controlling interest of 5% or more in any other related entity including subcontracting entity, parent entity or wholly owned entity. The respondent shall include the names of the other entities if applicable.

4) The name and address of any person with an ownership or controlling interest in the disclosing entity or who is an agent or employee of the disclosing entity who has been convicted of a criminal offense related to that person's involvement in any program under Title XVIII, XIX, XX or XXI of the Social Security Act, since the inception of such programs.

5) Whether any person identified in subsections 1) through 4) above has been terminated, suspended, barred or otherwise excluded from participation, or has voluntarily withdrawn as the result of a settlement agreement, from any program under Titles XVIII, XIX, XX or XXI of the Social Security Act, or has within the last five years been reinstated to participation in any program under Titles XVIII, XIX, XX or XXI of the Social Security Act, and prior to said reinstatement had been terminated, suspended, barred or otherwise excluded from participation, or has voluntarily withdrawn as a result of a settlement, in such programs.

6) A description of the relationship with other entities including:

   a) Whether the respondent is an independent entity or a subsidiary or division of another company. (If the respondent is not an independent entity, the respondent shall describe the organization linkages and the degree of integration/collaboration between the organizations including any roles of the organizations' principals).

   b) A description of the relationship of any parent company when the respondent is an affiliate of another organization.

d. Experience - Contracts - To submit a responsive proposal **THE RESPONDENT SHALL** describe its experience and success related to the scope of work for this program including the following information concerning its experience with services contemplated by this RFP, whether ongoing or completed:

1) Identify all state agency (ies), other jurisdictions, and commercial resultant contractors in all other states for which the respondent has engaged in similar or related contract work for the past three years.

2) Describe any current or past contract(s) where the respondent performed similar work in the past three years for those agencies, jurisdictions or commercial resultant contractors and for each contract include the name of customer's

program office, title, address, telephone number, fax number and e-mail address; the date of contract signing, the date of program initiation, the initial schedule completion date and the actual completion date.

3) **Provide a signed release** allowing the Department to access any evaluative information, including but not limited to site reviews conducted by any state agency, jurisdiction or commercial resultant contractor for which the respondent has performed work in the past three years. Per Proposal Outline, Section IV, the signed release should be located in D. of proposal submission.

4) Identify any state agency(ies), jurisdiction and commercial resultant contractors (include contact information) with whom the respondent has been required to work with a Federally certified Medicaid claims processor by either authorizing claims with providers submitting claims directly to the claims processor or by submitting authorized claims to the claims processor on behalf of the providers.

5) List all sanctions, fines, penalties, or letters of noncompliance or any negotiated settlements made with any State Attorneys General relating to contracts of similar scope issued against the respondent by any of the contracting entities listed above. The list shall include a description of the circumstances eliciting the sanction or letter of noncompliance or negotiated settlements and the corrective action or resolution to the sanction, fine, penalty, or letter of noncompliance or negotiated settlement; if the settlement bars disclosure of details, please state that and give as much information as permitted. If no sanctions, fines, penalties, letters of noncompliance or any negotiated settlements were issued, a statement that attests that no sanction, penalty, or noncompliance action has been imposed on the respondent within the three years immediate preceding the date of this RFP must be submitted.

e. References - To submit a responsive proposal **THE RESPONDENT SHALL** provide three specific programmatic references. References must be persons able to comment on the organization'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. References must include the organization's name, the name of the specific contact person, mailing address, telephone number and e-mail address. If the organization has provided services directly or indirectly through a subcontract to the State of Connecticut within the past five years, the organization must include a State of Connecticut reference. **Organizations are strongly encourages to contact their planned references to ensure the accuracy of their contact information and their willingness and ability to provide references.** The organization may include an SDA reference in the proposal; however, the individual named may have to refuse if s/he will be involved in the evaluation of proposals received in response to this RFP. The organization may also include former SDA and DSS staff as references. References must be able to comment on the following issues:

1) Capability to deliver required services;
2) Reputation/ethics/integrity;
3) Organizational approach;

4) Interpersonal skills; and
5) Ability to problem solve.

f. Department Responsibilities - To submit a responsive proposal **THE RESPONDENT SHALL** identify specific support the respondent requires from the Department to perform the tasks in any resultant contract. The SDA retains the ultimate decision-making authority to ensure program tasks are completed. Specific Department responsibilities will include:

1) Program Management: A Program Director will be appointed by SDA. This individual will be responsible for monitoring program progress and will have final authority to approve/disapprove program deliverables.

2) Staff Coordination: The Program Director will coordinate all necessary contacts between the resultant contractor and Department staff.

3) Approval of Deliverables: The Program Director will review, evaluate and approve all deliverables prior to the resultant contractor being released from further responsibility.

g. Evidence of Qualified Entity - To submit a responsive proposal **THE RESPONDENT SHALL** provide written assurance to the Department from its 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 form performing the services required under any resultant contract.

Note: The Evidence of Qualified Entity must be submitted as a separate sheet. Per Proposal Outline, Section IV, the written assurance from the respondent's legal counsel should be located in D. of proposal submission.

The Evidence of Qualified Entity is not included in the page limitation of this section.

2.0 Service Requirements – Maximum page limitation is fifteen (15) single-sided pages.

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.

This RFP seeks to execute one or more contracts providing SCSEP directly to individuals age 55 and older who are seeking job skills training to enter or reenter the labor market. The Department expects such services to be performed on an ongoing basis during the contract period and any extension or renewals thereof. **It is not an option of this RFP to subcontract SCSEP services.**

The resultant contractor shall be responsible for increasing the visibility of SCSEP and its benefits to individuals ages 55 and older and local employers.

The Department has the authority to make the final determination on the individual's eligibility for SCSEP services. In the event of any dispute regarding the eligibility of the individual, the Department's determination is final and binding on all parties.

SCSEP will be provided in the following state counties. A respondent may propose providing services in one, more than one, or all of the following counties:

- Fairfield
- Litchfield
- New London
- New Haven

The U.S. DOL has determined the number of people to be served in each county. Service levels can be found in Section III B. Program Overview SCSEP Service Levels by County of this document.

The Department is providing the following guidelines for Senior Community Service and Employment Program services for individuals who are 55 years or older, low income and unemployed with services to the Target Population.

a. Documentation of Community Needs/Resources

Program Target Population: Services are to be provided to individuals who are 55 years or older, low income and unemployed targeting those determined by the U.S. DOL as Most in Need. Most in Need have/are:

- Disability
- Frail
- Homeless
- Limited English Proficiency
- Low Employment Prospects
- Low Literacy Skills
- Persistent Unemployment
- Rural
- Severe Disability
- Severely Limited Employment Prospects
- Veteran

1) The contractor shall determine if the older individual is part of the target population and eligible for SCSEP.

   a) To submit a responsive proposal **THE RESPONDENT SHALL** provide a concise description of the need for SCSEP throughout the proposed county (ies). Include data such as demand for job skills training, poverty rates, unemployment rates and similar information.

2) Outreach: The contractor shall provide public education, targeted outreach and in-reach (eligible population within provider practices) to recruit participants into SCSEP who meet the eligible requirements. Recruitment activities need to include community level outreach and education through the use of community events and social networking sites. Outreach activities should be extended to the target population as defined for SCSEP.

   a) To submit a responsive proposal **THE RESPONDENT SHALL** describe the proposed methodology for identifying the target population in the proposed county (ies). Detail in the plan to reach out to the target population in the

proposed county (ies). Include a time line for the outreach plan. Respondents should provide a brief history including previous successes; especially those successes that relate to serving individuals identified as the target population for SCSEP.

3) Program Collaboration/Coordination: To submit a responsive proposal **THE RESPONDENT SHALL** describe how it will collaborate/coordinate with other agencies/organizations to:

   a) Provide SCSEP information to individuals, families, social service providers, community-based organizations and senior centers.

   b) Conduct SCSEP informational presentations or other outreach activities to community-based organizations that assist individuals that would meet SCSEP eligibility requirements.

   c) Conduct presentations with potentially eligible SCSEP participants.

4) Location of Offices/Facilities: To submit a responsive proposal **THE RESPONDENT SHALL** specify the name and location(s) of SCSEP service sites within each the proposed county (ies). Indicate compliance with the Americans with Disabilities Act regarding handicapped access for service location sites.

5) Counties: To submit a responsive proposal **THE RESPONDENT SHALL** describe a plan to provide SCSEP to the target population in the cities and towns in its proposed county (ies).

b. Service Delivery

In response to b. Service Delivery, the names and information in regard to the **specific employees** of the respondent who will be delivering services **must be included in the Staffing Requirements section of the proposal**.

As individuals age, many find themselves needing to enter or re-enter the workforce to avoid economic hardships. Many need updated job skills and assistance in finding appropriate employment. The Service Delivery of SCSEP is as follows:

1) Assessment: Service designed to develop and individualized profile of the participant's current skill level and employability. This assessment is used to determine eligibility and to develop an Individual Employment Plan.

2) Job Skills Training: To facilitate job readiness SCSEP requires all participants to be placed with a host agency to receive on the job training and/or in classroom training in accordance with the Individual Employment Plan. Classroom training may include but is not limited to:

   - Computer Skills
   - Certified Nurse's Aide Training
   - Forklift Training
   - CDL Classes

3) Supportive Services: Services and referrals to assist participants in addressing barriers to employment. Services and referrals may include but are not limited to:

- Assistive Technology
- Caregiver Services
- English as a Second Language Classes
- Literacy Classes
- Medicare Counseling
- Social Service Programs (i.e. SNAP)

SCSEP regulations require all service providers to offer one annual medical check-up a year to each participant. SCSEP grant funding allows for a reimbursement of this service of up to $25 per year.

4) Job Development: Services to market SCSEP participants to potential employers. Services also include assisting the participant in finding employment opportunities, developing a resume, preparing for an interview, and providing training to participants about online applications. Services also include working with potential employers to develop openings for program participants.

5) Follow-Up: Activities performed by the contractor to obtain current information on employment after leaving SCSEP as a result of services. Follow up shall be conducted in person, by phone or electronically with individuals or employers as appropriate. Follow-ups must be conducted three (3), six (6) and nine (9) months after exit from SCSEP.

   a) To submit a responsive proposal **THE RESPONDENT SHALL** describe in detail its **methodologies and procedures to deliver the SCSEP services 1)-5) above**, presenting an understanding of, the need for, and the execution of SCSEP that are essential to a successful program.

3.0 Staffing Requirements – Maximum page limitation is seven (7) single-sided pages.

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.

Proper staffing, adequate staff time, and staff education are essential to ensure that the contractor meets the goals and objectives of SCSEP and maintains a quality program. It is important that each respondent identify qualified and competent staff that will be integral to meeting SCSEP program outcomes.

The resultant contractor at a minimum shall:

a. Provide SCSEP Program Manager(s), who will be responsible for general operational oversight of SCSEP, but shall ultimately report to the Executive Director/Chief Executive Officer (CEO) of the resultant contractor.

b. Provide a Program Coordinator responsible for the day-to-day SCSEP services, data collection, and data entry into the SPARQ system. The Program Coordinator's duties

may include program development services however; respondents are encouraged to have a separate staff person to assist in these duties.

c. Provide a Fiscal Manager to assist the Program Manager with budget development, monthly financial reports and budget forecasting.

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

a) Provide an organization chart of all positions, as described above that will be delivering the SCSEP services. The proposal must also include a narrative of the staff proposed to deliver services of each program requirement as described above in: 3.0 Staffing Requirements a-c. The narrative must describe the responsibilities of each staff who will be delivering the services.

b) Describe the staffing model including all administrative and support personnel.

c) Describe the respondent's plan for supervision of program staff and how the respondent will ensure adequate supervision.

d) Describe the current policy and process to recruit, hire and retain staff that represents the cultural and linguistic needs of the populations that the respondent serves.

e) Describe the current policy and process to recruit, hire and retain staff that represents the disabled and/or elder populations.

f) Describe policies and procedures for the continuing training, education and development of staff who will deliver all provisions of SCSEP.

g) Describe the ability of all program staff identified in Sections III.C.3.a.-b. above, to respond to various language and cultural situations in a culturally sensitive and linguistically way, addressing Multilingual and Multicultural Competency.

h) Provide the name(s), resume and job description of the proposed SCSEP Program Manager, as well as resumes and job descriptions for staff who will be serving in the SCSEP staff positions. Resumes and job descriptions for administrative and support personnel must also be submitted.

If resumes are not available due to positions being vacant, job descriptions must be submitted and referenced as such.

Resumes for personnel proposed to fill the SCSEP positions are limited to two (2) single-sided pages per resume. Resumes for personnel proposed to fill the positions and job descriptions for proposed positions are not included in the page limitation of this section, and should be provided in a separate Section IV.H. Appendices.

4.0 Data and Technology Requirements – Maximum page limitation is five (5) single-sided pages.

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.

The Department expects the respondent to propose a work plan including adequate staffing and technology that will **result in the following performance measures in the proposed state county (ies)**.

a. Outcomes

These performance measures are determined by the U.S. Department of Labor and are subject to change annually. Resultant contractors are expected to meet the performance measures as established by the U.S. Department of Labor for initial and subsequent program years.

1) Community Service: At least 75 percent of the participants' training hours will be for on-the-job training at a host agency and shall be paid under the SCSEP contract.

2) Entered Employment: At least 40 percent of the participants served will be employed upon exiting SCSEP.

3) Employment Retention: At least 76 percent of those participants exiting SCSEP for employment will retain the job for at least 9 Months.

4) Average Earnings: The average annual salary of participants exiting SCSEP due to a job will be $7,465.

5) Service Level: The contractor shall provide SCSEP services to at least 165 percent of its authorized program positions during the first fiscal year.

6) Service to Most in Need: The contractor shall serve SCSEP participants who present an average of 2.4 barriers to employment which are defined as the most in need elements.

The resultant contractor will be required to enter all necessary data into the SPARQ online system maintained by the U.S. DOL. All data must be entered within five (5) business days upon receipt of the data.

b. Expenditure Requirements

The U.S.DOL has dictated the following spending percentages for SCSEP.

1) A maximum of 13.5 percent of contracted funding shall be spent on Administrative costs.

2) A minimum of 75 percent of contracted funding shall be spent on Participant Wages and Fringe Benefits.

3) A maximum of 11.5 percent of contracted funding shall be spent on "Other Enrollee Costs".

The resultant contractor will be required to submit a monthly expenditure report to the Department within fifteen (15) days of the end of the preceding month. To submit a responsive proposal **THE RESPONDENT SHALL**:

a) Provide a description of how the respondent will meet all SDA reporting requirements including the ability to provide the minimum monthly expenditure reports.

b) Describe a technological infrastructure that will enable the respondent to meet all the goals and objectives of the proposed program, and to submit all required reports in a timely, accurate and efficient manner.

c) Describe the information systems infrastructure including the hardware, operating system, and software that the respondent has to support the services required by this RFP.

c. Quality Assurance and Quality Improvement

The resultant contractor shall ensure the quality of services delivered through SCSEP by monitoring program performance and identifying opportunities for improvement. The resultant contractor shall continuously plan effective strategies for improving services.

1) To submit a responsive proposal **THE RESPONDENT SHALL**: describe the respondent's methodology and resources to achieve the Quality Assurance and Quality Improvement requirements and expectation of the resultant contractor. Describe a Quality Assurance process used to monitor, evaluate/improve quality of service delivery and describe any internal quality improvement processes the respondent will utilize to evaluate the cultural competence of services that it provides.

The Department shall require the contractor to deliver a SCSEP that ensures that the older individual is provided the services to completion from assessment to job readiness.

2) To submit a responsive proposal **THE RESPONDENT SHALL** describe its plan to ensure that **all services** are provided to the Target Population, hence completing the program in its entirety.

d. Policies and Procedures

1) Disclosure Policy. Case file information on clients including names, Social Security Numbers, and other sensitive information is considered confidential and may not be released. The contractor must protect confidential and private information gained from clients. Appropriate physical and computer security policies must be in place to protect sensitive information. To submit a response proposal **THE RESPONDENT SHALL** describe the respondent's ability to comply with this disclosure policy.

2) Confidentiality Policies and Procedures. To submit a responsive proposal **THE RESPONDENT SHALL** provide a copy of the respondent's confidentiality policies and procedures for protecting client records in Section IV.H. Appendices.

e. Transition of Participants

In the event that the right to negotiate a contract is presented to a new contractor; the Department expects the transition period from incumbent contractors to new contractors to take place in August and September 2014.

Currently, all SCSEP contractors are either at full enrollment or near full enrollment with the allotted number of participants to be served. As a result of this RFP, participants may be transferred from one contractor to another contractor.

To submit a responsive proposal, **THE RESPONDENT SHALL** provide written assurance that beginning October 1, 2014 incumbent SCSEP participants will be offered the opportunity to continue in SCSEP in the same geographic area and with the same host agency for up to ninety (90) days after the transition to the new contractor. At the end of this 90-day period (December 31, 2014), the new contractor may choose to move participants into new host agencies or permit participants to remain with their current host agencies.

Incumbent contractors are required to ensure all participants who shall be transferred to the new contractor will be properly entered into SPARQ. On October 1, 2014 all affected participants shall be enrolled in SPARQ with the proper contractor.

The Department is committed to minimizing disruptions to participants to the maximum extent possible and requires the same commitment from respondents and incumbent contractors. The Department will work with the contractors for a seamless transition to the new contractor in any designated area. The Department will support the transition by providing technical assistance along with participant and host agency data.

To submit a responsive proposal, **THE RESPONDENT SHALL** provide written assurance that there will not be any disruption of services, including the participant payroll, when successful respondents begin providing services on October 1, 2014. Successful respondents shall plan to make the first stipend payments to participants for training hours which occur beginning October 1, 2014. The first stipends shall be paid on or before October 17, 2014.

The Department, in addition to the responsibilities described throughout this RFP, will be responsible for:

- Convening an informational meeting for new contractors about program administration and management; and

- Instituting regularly scheduled conference calls for department and contractor staff.

D. COST PROPOSAL COMPONENTS

Page Limitation is ten (10) single-sided pages **excluding** Itemized Budget Templates, and audited financial statements.

1. Financial Profile / Cost Section

Each submission must include cost information and other financial information in the following order:

a. Cost Submission Requirements - To submit a responsive proposal **THE RESPONDENT SHALL**:

1) Provide Audited Financial Statements: One (1) copy each of the respondent's two (2) most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (GAAP)(USA). The copies shall include all applicable financial statements, auditor's reports, management letters, and any corresponding reissued components. Audited Financial Statements do not count toward the total page limit of the proposal. One copy only shall be included with the original cost proposal.

2) Financial Capacity: To submit a responsive proposal **THE RESPONDENT SHALL** describe the respondent's financial capacity to properly isolate contract-related income and expenditures. The Respondent shall discuss the internal controls used to ensure that a thorough record of expenditures can be provided for purposes of an audit.

b. Budget Requirements

1) Cost Standards: All proposed costs are subject to the standards developed by the State's Office of Policy and Management (OPM) for the purchase of service (POS) and federal cost policy guidance. In the event of any inconsistency, the federal cost policy guidance shall supersede the OPM cost standards. Be advised that the cost proposal is subject to revision prior to contract execution in order to ensure compliance with the OPM cost standards and federal cost policy guidance. For more information about the OPM cost standards, go to www.ct.gov/opm, and for more information about the federal cost policy guidance, review OMB Circulars A-133 and A-122.

2) Total Available Funding: Total Estimated Funding Available by State County is:

- Fairfield County: $327,120
- Litchfield County: $248,160
- New London County: $78,960
- New Haven County: $270,720

3) Line Item Budget: To submit a responsive proposal **THE RESPONDENT SHALL**: provide a Line Item Budget that presents total costs for the operations

of the proposed SCSEP using the **Itemized Budget Template**, embedded as a hyperlink.

The Department reserves the right to fund portions of a proposed budget and/or require adjustments. The Department also reserves the right to administer a 2% - 5% withhold of funds that can be earned by the resultant contractor, achieving the performance targets outlined in 4.0 Data and Technology Requirements, a. Outcomes.

The Department reserves the right to consider all factors including cost in the final selection of a successful respondent. The opportunity to negotiate a contract with the Department will not be awarded based on cost alone.

4) To submit a responsive proposal **THE RESPONDENT SHALL**: provide a **Business Cost Narrative** adhering to the guidelines below:

   a) In accordance with the governing principals of the SCSEP the budget must meet the following requirements:

      Administration: 13.5% of contracted dollars
      Participant Wages and Fringe: 75% of contracted dollars
      Other Enrollee Costs: 11.5% of contracted dollars

   b) Provide written explanation of the expected resultant contract costs including a rationale for each line Item, Direct or Indirect Cost, including the Itemized Budget Template. The respondent shall include any other Resources that are used in support of SCSEP.

   c) The Business Cost Narrative must fully explain cost elements listed in the Line Item Budget and fully explain the proposed staffing levels for each of the major tasks including any Indirect Costs charged to the resultant contract. The explanations must correspond to the Itemized Budget Template. Staffing levels must include FTWs by staff type as listed in the template.

IV. PROPOSAL OUTLINE

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

Page

A. Cover Sheet 1

B. Table of Contents 2

C. Declaration of Confidential Information . . . . . Etc.

D. 1.Conflict of Interest - Disclosure Statement, D. 2. Signed Release,
D. 3.Evidence of Qualified Entity . .

E. Executive Summary . . . . . .

F. Main Proposal . . . . . .

1.0 Organizational Requirements. . . . . .

a. Administrative and Operational Capabilities
b. Governance – disclosure
c. Ownership – Disclosure
d. Experience – Contracts
e. References
f. Department Responsibilities

2.0 Service Requirements . . . . . .

a. Documentation of Community Needs/Resources
b. Service Delivery

3.0 Staffing Requirements. . . . . .

4.0 Data and Technology Requirements. . . . . .

a. Outcomes
b. Expenditure Requirements
c. Quality Assurance and Quality Improvement
d. Policies and Procedures
e. Transition of Participants

G. Cost Proposal Components . . . . . .
.

1. Financial Profile/Cost Section . . . . . .

a. Cost Submission Requirements to include Audited Financials and Financial Capacity

b. Budget Requirements to include an Itemized Line Item Budget and Budget Narrative

H. Appendices . . . . . .

1. Functional Organization Chart
2. Résumés of Key Personnel
3. Job Descriptions
4. Confidentiality Policies and Procedures

I. Forms. . . . . .

1. Department . . . . . .

IMPORTANT NOTE: The respondent must upload a. and b. below into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information about uploading standard contract documents is embedded in this section as a hyperlink.

a. Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive. Workplace Analysis Affirmative Action Report

b. Consulting Agreement Affidavit (OPM Ethics Form 5)

2. Other.. . . . . .

Include the following: a. and b. in your submission:

a. Limitation on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC § 1352. Certification Regarding Lobbying

b. Addendum Acknowledgement(s)