**Addendum 1**

**State of Connecticut**
**Department of Social Services**
**Supplemental Nutrition Assistance Program (SNAP) Outreach 5/26/2010**
**Request for Proposals (RFP)**

The State of Connecticut Department of Social Services is issuing Addendum 1 to the Supplemental Nutrition Assistance Program (SNAP) Outreach 5/26/2010 Request for Proposals (RFP).

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

General Information

1. *Question*: When do you anticipate the USDA approving the state SNAP outreach plan? Can we obtain a copy of the plan?

   *Answer*: The Department and the selected proposer will collaborate to develop a new state SNAP Outreach Plan for the USDA's review and approval. The current Plan is available on the Department's web site at http://www.ct.gov/dss.

2. *Question*: Is this RFP a brand new SNAP Outreach program or is it a continuation of a program that is already operational?

   *Answer*: The RFP is for continuation of the current SNAP Outreach program.

3. *Question*: Who holds the contract now and is this a partial re-procurement?

   *Answer*: The current contractors are the Connecticut Association for Human Services, End Hunger Connecticut!, and the Hispanic Health Council. Each contractor provides SNAP outreach services to residents of selected geographic areas of the state. The Department seeks to award one contract to provide SNAP outreach services statewide.

4. *Question*: Are there any issues or concerns with the current SNAP outreach vendor with regard to performance?

   *Answer*: In accordance with Section I.C.8 of the RFP, questions deemed unrelated to the RFP or the procurement process will not be answered.

Organizational Requirements

5. *Question*: The RFP states, "If the proposer has been a State contractor within the past five years, the proposer must include a State of Connecticut reference." If we are to place a State of CT reference, but cannot talk to DSS staff, how are we to tell them or talk to them about being a reference; or, asking who in their respective department would be the appropriate reference contact? This is especially difficult if the proposer has a SNAP contract and would like the SNAP DSS staff to be a reference. Clarification would be helpful.

   *Answer*: The proposer may include a DSS reference in the proposal; however, the individual may have to refuse if s/he will be involved in the evaluation of proposals received in response to this RFP. The proposer may also include former DSS staff as references.

Service Requirements

6. *Question*: Does DSS publish reports of SNAP participation as a percentage of eligible population, by town? At a minimum, data for SNAP participation by household for all the towns would be beneficial.

   *Answer*: Proposers can obtain these data from available federal resources.

7. *Question*: Is there a specific population that DSS feels has not been reached through prior outreach efforts?

   *Answer*: Yes, elderly residents (over 60 years old).

8. *Question*: Is there a minimum number of individuals to be contacted per year and SNAP applications expected per year from the outreach efforts?

   *Answer*: Under the Department's current SNAP Outreach Plan, a minimum of 2,100 pre-screenings must be conducted for potentially eligible SNAP clients per year, and a minimum of 1,060 potentially eligible SNAP clients must be assisted with the application process per year. The Department anticipates the minimum requirements will be higher under the new SNAP Outreach Plan since the current Plan does not encompass the entire state. The Department and the selected proposer will collaborate to develop the new state SNAP Outreach Plan for the USDA's review and approval. A responsive proposal must document the need for SNAP outreach including data to support the need, as well as the number of anticipated individuals and/or households that will be assisted on a monthly basis.

9. *Question*: Does DSS provide marketing material for the SNAP program or will the winning bidder be expected to pay for & develop marketing material?

   *Answer*: The U.S. Food and Nutrition Service will provide generic marketing material and the contractor will be expected to provide marketing material tailored to Connecticut's target populations.

10. *Question*: Is there the ability to reach out to new CBOs for SNAP outreach or does DSS maintain a list of preferred CBOs?

    *Answer*: The contractor will be able to reach out to new Community Based Organizations (CBOs). The Department does not maintain a list of preferred CBOs.

11. *Question*: Does DSS anticipate that SNAP applicants will be able to submit their applications electronically at some point?

    *Answer*: Yes.

12. *Question*: What type of social media advertising is currently done and has it been effective?

    *Answer*: Printed material; DVDs; and commuter bus, newspaper, radio, television, and outdoor advertising have been used. Results have been varied.

<u>Staffing Requirements</u>

13. *Question*: Are there specific educational requirements for program managers and outreach workers?

    *Answer*: No

14. *Question*: How extensive is the DSS training for SNAP outreach workers? Is it quarterly? Yearly?

    *Answer*: Training for outreach workers is arranged as needed.

<u>Data and Technology Requirements</u>

15. *Question*: Please indicate what file format and data fields will be required for the encrypted list of each assisted individual/household applicant along with the Social Security Number(s), Connecticut case number or both.

    *Answer*: The file format and data fields will be determined during contract negotiations. Contractors must protect confidential and private information gained from clients during the outreach process. Appropriate physical and computer security policies should be in place to protect sensitive information. The Department uses an encryption program called Tumbleweed to send client information outside the state information technology system. The contractor must also send client information through a secure system.

Budget Requirements

16. *Question*: When budgeting for the development of the database, database management and secure file transfer for data transmission to DSS, do any of DSS' costs for working with the awardee need to be included or will DSS cover those costs?

    *Answer*: DSS will cover DSS' costs for working with the contractor.

17. *Question*: If an organization has a predetermined federal indirect cost rate, do you have to use Attachment 8 or can you use a regular line item budget?

    *Answer*: The organization must use Attachment 8 and submit documentation of the federal indirect cost rate with the proposal.

Attachments

18. Question: Can you provide me with electronic copies of the following:

    Attachments:

    1. SEEC Form 11
    2. Certification Regarding Lobbying
    3. CHRO, Contract Compliance Regulations, Notification to Bidders
    4. OPM Contract Compliance Package, Parts I-III
    5. Consulting Agreement Affidavit (OPM Ethics Form 5)
    6. Cover Sheet
    7. USDA Outreach Project Details
    8. Financial Summary

    *Answer*: The following attachments are available as *Microsoft Office Word 2003* files on the Department's web site at http://www.ct.gov/dss: Certification Regarding Lobbying; Consulting Agreement Affidavit (OPM Ethics Form 5), Cover Sheet; and USDA Outreach Project Details. The other attachments are not available electronically.

Date Issued: June 23, 2010

Approved: *Linda Burns*
Linda Burns
(Original signature on document in procurement file)

| This Addendum must be signed and returned with your submission. | |
|---|---|
| _____ | _____ |
| Authorized Signer | Name of Company |

## PROCUREMENT NOTICE

The State of Connecticut, Department of Social Services, is seeking proposals from private provider organizations (defined as nonstate entities that are nonprofit corporations or partnerships), CT State agencies and municipalities to provide outreach services to individuals and families residing in CT who are potentially eligible for Supplemental Nutrition Assistance Program (SNAP) benefits.

To be considered for a contract award, a proposer must have: 1) administrative offices in Connecticut; 2) a minimum of three years experience providing outreach services to low-income individuals and households; 3) a minimum of two years experience offering application assistance for social services programs; and 4) the ability to serve multicultural, multilingual populations.

The Request for Proposals is available in electronic format on the State Contracting Portal at http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp or from the Department's Official Contact:

Name: Linda Burns, Contract Administration
Address: 25 Sigourney Street, 9th Floor, Hartford, CT 06106
Phone: 860-424-5661
Fax: 860-424-5800
E-Mail: Linda.burns@ct.gov
TDD: 1-800-842-4524

The RFP is also available on the Department's website at http://www.ct.gov/dss/site/default.asp. A printed copy of the RFP can be obtained from the Official Contact upon request. Deadline for submission of proposals is July 14, 2010 at 3:00 p.m. Local Time.

*This document is configured for 2-sided printing.*

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# I. GENERAL INFORMATION

## A. INTRODUCTION

1. **RFP Name or Number.** Supplemental Nutrition Assistance Program (SNAP) Outreach 5/26/2010

2. **Summary.** The State of Connecticut, Department of Social Services, is seeking proposals from private provider organizations (defined as nonstate entities that are nonprofit corporations or partnerships), CT State agencies and municipalities to provide outreach services to individuals and families residing in CT who are potentially eligible for Supplemental Nutrition Assistance Program (SNAP) benefits.

3. **Synopsis (Optional).** To be considered for a contract award, a proposer must have: 1) administrative offices in Connecticut; 2) a minimum of three years experience providing outreach services to low-income individuals and households; 3) a minimum of two years experience offering application assistance for social services programs; and 4) the ability to serve multicultural, multilingual populations.

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

   - 2000: Community and Social Services

## B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

| | |
|---|---|
| BFO | Best and Final Offer |
| CBO | Community Based Organization |
| 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) |
| FNS | Food and Nutrition Service of the United States Department of Agriculture |
| FOIA | Freedom of Information Act (CT) |
| IRS | Internal Revenue Service (US) |
| LOI | Letter of Intent |
| OAG | Office of the Attorney General (CT) |
| OPM | Office of Policy and Management (CT) |
| OSC | Office of the State Comptroller (CT) |
| POS | Purchase of Service |
| P.A. | Public Act (CT) |
| RFP | Request for Proposals |
| SEEC | State Elections Enforcement Commission (CT) |
| SNAP | Supplemental Nutrition Assistance Program, formerly the Food Stamp Program |
| U.S. | United States |
| USDA | United States Department of Agriculture |

- *contractor:* a private provider organization, CT State agency, or municipality that enters into a POS contract with the Department as a result of this RFP

- *proposer:* a private provider organization, CT State agency, or municipality that has submitted a proposal to the Department in response to this RFP

- *prospective proposer:* a private provider organization, CT State agency, or municipality that may submit a proposal to the Department in response to this RFP, but has not yet done so

- *subcontractor*: an individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific health or human service as part of a POS contract with the Department as a result of this RFP

## 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. Proposers, prospective proposers, 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. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

   Name: Linda Burns, Contract Administration
   Address: 25 Sigourney Street, 9th Floor, Hartford, CT 06106
   Phone: 860-424-5661
   Fax: 860-424-5800
   E-Mail: Linda.burns@ct.gov
   TDD: 1-800-842-4524

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

2. **RFP Information.** The RFP, amendments 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/dss/site/default.asp

   - State Contracting Portal
   http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp

   It is strongly recommended that any proposer or prospective proposer 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 addendums 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. **Contract Awards.** The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Department, and approval of the Department's SNAP Outreach Plan by the United States Department of Agriculture. The Department anticipates the following:

| | |
|---|---|
| Total Funding Available: | $1,029,353 per year for up to three years pending availability of funding |
| Number of Awards: | One |
| Contract Cost: | Not to exceed $1,029,353 per year |
| Contract Term: | October 1, 2010 to September 30, 2013 |

4. **Eligibility.** Private provider organizations (defined as nonstate entities that are nonprofit corporations or partnerships), CT State agencies, and municipalities are eligible to submit proposals in response to this RFP. Individuals who are not a duly formed business entity are ineligible to participate in this procurement.

5. **Minimum Qualifications of Proposers.** To be considered for a contract award, a proposer must have the following minimum qualifications:

   a. Administrative offices in Connecticut;
   b. A minimum of three years experience providing outreach services to low-income individuals and households;
   c. A minimum of two years experience offering application assistance for social services programs; and
   d. The ability to serve multicultural, multilingual populations.

   The Department reserves the right to reject the submission of any proposer 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 amendment to this RFP and will be posted on the State Contracting Portal and, if available, the Department's RFP Web Page.

   - RFP Planning Start Date: September 24, 2009
   - RFP Released: May 26, 2010
   - Letter of Intent Due: June 16, 2010, 3:00 p.m. Local Time
   - Deadline for Questions: June 16, 2010, 3:00 p.m. Local Time
   - Answers Released (Round 1): June 23, 2010
   - RFP Conference: Not Applicable
   - Answers Released (Round 2): Not Applicable
   - Proposals Due: July 14, 2010, 3:00 p.m. Local Time
   - (*) Proposer Selection: August 11, 2010
   - (*) Start of Contract Negotiations: August 25, 2010
   - (*) Start of Contract: October 1, 2010

7. **Letter of Intent.** A Letter of Intent (LOI) is required by this RFP. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by US mail, fax, or e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number, fax number, and e-mail address. It is the sender's responsibility to confirm the Department's receipt of the LOI. Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.

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(s) will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the 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 amendment 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 amendment and duly noted as such. The agency will release the answers to questions on the date(s) established in the Procurement Schedule. The Department will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Department's RFP Web Page. At its discretion, the Department may distribute any amendments to this RFP to prospective proposers who submitted a Letter of Intent.

9. **RFP Conference.** An RFP conference will not be held to answer questions from prospective proposers.

10. **Proposal Due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be <u>received</u> by the Official Contact on or before the due date and time:

    - Due Date: July 14, 2010
    - Time: 3:00 p.m. Local Time

    Faxed or e-mailed proposals will not be evaluated. When hand-delivering proposals by courier or in person, allow extra time due to building security procedures. The Department will not accept a postmark date as the basis for meeting the submission due date and time. Proposals received after the due date and time may be accepted by the Department as a clerical function, but late proposals will not be evaluated. 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;
    - four (4) conforming copies of the original proposal; and
    - one (1) conforming electronic copy (Compact Disk) of the original proposal.

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 Screening Committee. The electronic copy of the proposal must be compatible with *Microsoft Office Word 2003*. For the electronic copy, required forms and appendices may be scanned and submitted in Portable Document Format (PDF) or similar file format.

11. **Multiple Proposals.** The submission of multiple proposals is not an option with this procurement.

12. **Declaration of Confidential Information.** Proposers 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 proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL. In Section C of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer 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 proposer 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.** Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer 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 proposer 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 proposer 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 proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

## ■ D. 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 non-responsive and not evaluated.

2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must complete and use the Cover Sheet form provided by the Department in Section IV.I – Forms.

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

4. **Executive Summary.** Proposals must include a high-level summary, not exceeding two pages, of the main proposal and cost proposal. The Executive Summary shall include: (a) the proposer's demonstrated experience of a minimum of three years providing outreach services to low-income individuals and households; (b) the proposer's demonstrated experience of a minimum of two years offering application assistance for social services programs; and (c) the proposer's demonstrated ability to serve multicultural, multilingual populations. 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 official name of the proposer appearing on the outside front cover of each binder |
| Dividers: | A tab sheet keyed to the table of contents must separate each major Section of the proposal; the title of each Section must appear on the tab sheet |
| Paper Size: | 8½" x 11", "portrait" orientation |
| Page Limit: | 60 numbered pages including all Appendices and Forms **except** Financial Statements (Section IV.H.3) and IRS Form 990 (Section IV.H.4) |
| Print Style: | 2-sided |
| Font Size: | Minimum of 12-point |
| Font Type: | Arial or Times New Roman |
| Margins: | The binding edge margin of all pages shall be a minimum of one and one half inches (1 ½"); all other margins shall be 1" |
| Line Spacing: | Single-spaced |

7. **Pagination.** The proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered 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 proposer must appear in the upper left corner of the envelope or package. The RFP Name or Number must be clearly displayed on the envelope or package. 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 proposers, and awarding contracts, 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. **Screening Committee.** The Department will designate a Screening Committee to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Screening Committee. 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 proposer (or representative of any proposer) to contact or influence any member of the Screening Committee may result in disqualification of the proposer.

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 Screening Committee 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.

   - Organizational Profile (15%)
   - Scope of Services (15%)
   - Staffing Plan (15%) *see note*
   - Data and Technology (5%)
   - Subcontractors (10%)
   - Work Plan (15%)
   - Financial Profile (10%)
   - Budget and Budget Narrative (15%)
   - Appendices (0)

   Note:
   As part of its evaluation of the Staffing Plan, the Screening Committee will consider the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

5. **Proposer Selection.** Upon completing its evaluation of proposals, the Screening Committee will submit the rankings of all proposals to the Department head. The final selection of a successful proposer is at the discretion of the Department head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Pursuant to Governor M. Jodi Rell's Executive Order No. 3, any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and proposer selection process.

6. **Debriefing.** Within ten (10) days of receiving notification from the Department, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Department to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Department will schedule and hold the debriefing meeting within fifteen (15) days of the request. The Department will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.

7. **Appeal Process.** Proposers may appeal any aspect of the Department's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Department head. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after an agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. 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. **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. POS STANDARD CONTRACT, PARTS I AND II

*By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract" for POS:*

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, quality assurance, reports, terms of payment, budget, and other program-specific provisions of any resulting POS 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 POS contract. Part II is available on OPM's website at: http://www.ct.gov/opm/fin/standard_contract

Note:
Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations. If a proposer is awarded an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of $50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of $100,000 or more, the proposer must inform the proposer's principals of the contents of the SEEC notice.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected proposer (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 proposer implicitly gives the following assurances:*

1. **Collusion.** The proposer represents and warrants that the proposer 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 proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer 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 proposer 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 proposer, contractor, or its agents or employees.

3. **Competitors.** The proposer 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 proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer 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 proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.

4. **Validity of Proposal.** The proposer 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 attachments 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 proposer.

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

## ■ C. TERMS AND CONDITIONS

*By submitting a proposal in response to this RFP, a proposer 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 proposer 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. Proposers 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 proposers to submit written clarification of their proposals, in a manner or format prescribed by the Department, and at the proposer'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 proposer 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 proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.

7. **Presentation of Supporting Evidence.** If requested by the Department, a proposer 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 onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer'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 proposer.

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 proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer 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 proposer or for payment of services under the terms of the contract until the successful proposer 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 proposer 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. **Award and Rejection of Proposals.** The Department reserves the right to award in part, 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 proposer 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 awarded 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 proposer for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from proposers. The Department may set parameters on any BFOs received.

7. **Clerical Errors in Award.** The Department reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. 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 proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.

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 proposer'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 proposer 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). Proposers are generally advised not to include in their proposals any confidential information. If the proposer 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 proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.

2. **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.

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 http://www.ct.gov/opm/fin/ethics_forms
IMPORTANT NOTE: A proposer must complete and submit OPM Ethics Form 5 to the Department with the proposal.

4. **Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If a proposer is awarded an opportunity to negotiate a contract with an anticipated value of $50,000 or more in a calendar or fiscal year, the proposer must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms
IMPORTANT NOTE: The successful proposer must complete and submit OPM Ethics Form 1 to the Department prior to contract execution.

5. **Nondiscrimination Certification , C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a proposer is awarded an opportunity to negotiate a contract, the proposer must provide the Department with *written representation* or *documentation* that certifies the proposer complies with the State's nondiscrimination agreements and warranties. A nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at http://www.ct.gov/opm/fin/nondiscrim_forms
IMPORTANT NOTE: The successful proposer must complete and submit the appropriate nondiscrimination certification form to the awarding Department prior to contract execution.

# III. PROGRAM INFORMATION

## A. DEPARTMENT OVERVIEW

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

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

The Department administers most of its programs through offices located throughout the state. Within the Department, the Bureau of Rehabilitation Services provides vocational rehabilitation services for eligible individuals with physical and mental disabilities at 23 offices throughout the state. For the other programs, services are available through 11 offices located in the three regions with central office support located in Hartford. In addition, many services funded by the Department are available through community based agencies including the 156 senior centers throughout Connecticut. The Department has out-stationed employees at hospitals to expedite Medicaid applications and funds healthy start sites, which can accept applications for Medicaid for pregnant women and young children. Many of the services provided by the Department are available via mail or telephone call.

There are four entities attached to the Department for administrative purposes only. They are the Commission on Aging, Commission on Deaf and Hearing Impaired, the Board of Education and Services for the Blind, and the Child Day Care Council

### Department Mission

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

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

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

### Department Vision

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

## ■ B. PROGRAM OVERVIEW
### Supplemental Nutrition Assistance Program (SNAP) Outreach

The Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp program, is a nutrition program funded by the U.S. Department of Agriculture Food and Nutrition Service and administered by the states. The program helps low-income individuals and families to buy food and provides nutrition education to help recipients choose foods that enhance their health and well-being.

The Department of Social Services is responsible for administering SNAP in Connecticut. As of May 1, 2009, the Department provided federal SNAP benefits to 131,296 households. Those households were comprised of 240,599 individuals including 93,133 children. The average monthly benefit for Federal Fiscal Year 2008 was $195. The Department also serves about 150 people under the State-Funded SNAP.

There are individuals and households who are potentially eligible for SNAP, but for a variety of reasons are not receiving these benefits. The Department is looking at a variety of measures to increase the number of qualified individuals and households receiving benefits.

The Department is seeking responsive proposals from eligible organizations with the capacity to provide SNAP outreach services. This program requires interaction with individuals and households who are potentially eligible for SNAP benefits. The organization must be able to go on site to community locations where potential SNAP applicants may congregate regularly for other services and activities such as food pantries, church feeding programs, schools, etc., or offer other outreach initiatives to increase participation in SNAP. Organization outreach staff must be willing to undergo all required training from DSS to be able to explain the benefits of SNAP and help those seeking the benefits to apply.

#### *Major Program Goals*

1. Create or maintain alliances with community-based organizations (CBOs) that serve low-income individuals in proposed service areas.

2. Provide outreach specialists to visit CBOs on a regular basis to provide information about SNAP and assistance with the application process.

3. Increase the number of eligible individuals and families receiving SNAP benefits.

## C. MAIN PROPOSAL COMPONENTS

1. **Organizational Requirements**: Private provider organizations (defined as nonstate entities that are nonprofit corporations or partnerships), CT State agencies and municipalities with administrative offices in Connecticut are eligible to submit proposals in response to this RFP. To be considered for a contract award, an organization must have a minimum of: a) three years experience providing outreach services to low-income individuals and households; b) two years experience offering application assistance for social services programs; and c) the ability to serve multicultural, multilingual populations.

   a. *Purpose*. Provide a general overview of the purpose and activities of the organization including years in operation. Describe the organization's history working with multicultural, multilingual populations. If Section F.2 of the proposal includes the use of subcontractors for the provision or delivery of a service, provide this information about each subcontractor.

   b. *Qualifications*. Describe those attributes that make the organization capable of providing the proposed services to the target population. Are these services consistent with the purpose, mission, vision and values of the organization? If Section F.2 of the proposal includes the use of subcontractors for the provision or delivery of a service, provide this information about each subcontractor.

   *c. Relevant Experience.*

      i. Describe the organization's experience in providing outreach services to low-income individuals and households. Emphasis shall be on experience and description of the work handled during the past three years. If Section F.2 of the proposal includes the use of subcontractors for the provision or delivery of a service, provide this information about each subcontractor.

      ii. Describe the organization's experience in offering application assistance for social services programs. Emphasis shall be on experience during the past two years. If Section F.2 of the proposal includes the use of subcontractors for the provision or delivery of a service, provide this information about each subcontractor.

   *d. Functional Organization.* Include the proposed staffing for technical, administrative and clerical support and demonstrate an adequate administrative organizational structure and support staff sufficient to perform all the tasks and other responsibilities under this RFP.

   *e. References*. Provide three specific programmatic references. References must be persons able to comment on the proposer'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, postal address, telephone number, and a specific contact person. If the proposer has been a State contractor within the past five years, the proposer must include a State of Connecticut reference. If Section F.2 of the proposal includes the use of subcontractors for the provision or delivery of a service, provide three programmatic references for each subcontractor.

## 2. Service Requirements:

This RFP seeks to award contracts for the provision of SNAP outreach services and application assistance, directly and through subcontracting, to potentially eligible individuals and families residing in CT who are not receiving SNAP benefits. The Department expects such services to be performed on an ongoing basis during the contract period and any extensions or renewals thereof.

Contractors shall be responsible for increasing the visibility of SNAP and its benefits to potentially eligible individuals and families through community outreach services and increasing the number of applications statewide. Contractors shall produce a minimum number of contacts and new applications for SNAP from throughout the state.

The Department has the authority to make the final determination on a client's eligibility for SNAP benefits. In the event of any dispute regarding the eligibility of clients, the Department's determination is final and binding on all parties.

Individuals or households that wish to apply for SNAP benefits may do so. The contractor shall not deny the right to apply for SNAP benefits to any individual or household.

a. *Catchment Areas.* Outreach activities should be targeted to high need areas of the state. Describe the proposed methodology for identifying high need areas.

b. *Documentation of Community Needs/Resources.* Provide a concise description of the need for SNAP outreach within the State. Include data such as SNAP participation rates, and the incidence of hunger and food insecurity. Include the source and date of the data. Additional data such as demand for emergency food providers, poverty rates, unemployment rates, and other similar information may also be provided to support the need.

c. *Location of Offices/Facilities.* Specify the location of all client service sites. Indicate compliance with the Americans with Disabilities Act regarding handicapped access for client service location sites.

d. *Hours of Operation*. Indicate the days/times all client service location sites are open for service.

e. *Target Population.* The population to be served is low-income individuals or households that are potentially eligible for SNAP benefits. Eligible clients include low-income individuals or households that meet the eligibility criteria for SNAP benefits, but are not receiving them. List the number of anticipated individuals and/or households that will be assisted on a monthly basis.

f. *Service Capacity/Delivery Plan.* Describe in detail outreach activities that will be provided including but not limited to:

    i. Providing SNAP information to individuals, families, social service providers, community-based organizations, soup kitchens, food pantries, senior centers, and grocery stores;

ii. Conducting SNAP informational presentations or other outreach activities to community-based organizations that assist individuals and households that would meet SNAP eligibility requirements;

iii. Conducting presentations and pre-screenings with potentially eligible SNAP clients;

iv. Assisting potentially eligible clients in the SNAP application process including contacting DSS regional offices to follow up on individual SNAP applications; and

v. Developing and implementing a multi-faceted social marketing campaign including but not limited to advertising on commuter buses, newspapers, television and radio.

g. *Program Access/Referral Process.* Describe a proposed referral process and how clients will be served on a first-come, first-served basis.

h. *Program Collaboration/Coordination.* Describe how client services and resources will be coordinated with other social services providers to improve service delivery and reduce barriers.

i. *Culturally Competent Services:* Describe your organization's ability to ensure a culturally responsive delivery of services that recognizes and affirms diversity.

j. *Quality Assurance Protocols.* Describe your organization's internal process to assure the quality and appropriateness of the services provided.

k. *Audit Compliance*: Indicate your organization's experience with being in compliance with past contracts and/or directives. State any deficiencies identified in recent annual program audits and, if applicable, detail what steps your organization has taken to address any recommendations.

l. *Community Collaboration.* Indicate your organization's ability to actively participate in the regional SNAP Advisory Boards, which consist of DSS regional staff and community-based organizations, to improve access to SNAP.

**3. Staffing Requirements:**

a. *Key Personnel/Managers.* Identify the key individuals to be assigned responsibility for implementation of the SNAP Outreach program and activities. Key personnel shall include but not be limited to a program coordinator who will be responsible for the implementation and management of the program, day-to-day oversight, and attending all program meetings at the request of the Department. The program coordinator will be expected to respond to the Department's requests for status updates and all required reports. The contractor shall provide outreach specialists who shall be equipped with necessary hardware and software to provide awareness and assistance in applying for SNAP on site at community-based organizations.

b. *Staffing Levels & Qualifications.* Identify the names and titles (indicate FTEs) of staff to be assigned to this project and how the staffing plan will successfully meet the requirements of this RFP.

Describe the cultural and linguistic background of staff in relation to the service population. Since it is unrealistic to maintain staff with cultural and linguistic capabilities for all potential ethnic groups, explain how the project intends to serve those ethnic groups outside the cultural and linguistic capabilities of project staff.

c. *Job Descriptions*. Provide job descriptions for key personnel/managers to be assigned to this project. The job descriptions must include specific job functions and minimum education, training and experience requirements.

d. *Resumes.* Provide resumes for key personnel/managers to be assigned to this project. The resumes must demonstrate proposed staff are qualified to perform all the tasks and other responsibilities under this RFP.

e. *Personnel Organization Chart.* Provide an organizational chart for all areas of the organization including personnel to be working directly on the proposed project. Show the project's relationship within the overall organization's structure. Identify supervisory staff within the organization that will have direct supervision over the proposed project.

f. *Recruitment, Hiring & Retention Plan.* Summarize your procedures to recruit, hire, train and retain key personnel/managers and your method to evaluate personnel performance. Provide a timetable for hiring and training staff.

g. *Staff Training/Education/Development.* Describe your organization's capacity to provide key personnel/managers with access to all required training from DSS so they can explain the benefits of SNAP and help those seeking the benefits to apply. This training may require key personnel and managers to be available to travel to the DSS Central Office in Hartford during normal business hours (8:30 a.m. to 4:30 p.m.). If Section F.2 of the proposal includes the use of subcontractors for the provision or delivery of a service, provide this information about each subcontractor.

**4. Data and Technology Requirements:**

a. *E-Mail/Internet Capabilities.* Indicate your organization's capability to access the Internet and send/receive outside e-mail.

b. *Equipment.* Indicate your organization's capability for supplying all equipment necessary to perform under any resulting contract including but not limited to laptops, cell phones, printers/copiers and fax machines.

c. *Data Collection/Reporting/Storing.*

i. The contractor shall be required to develop and maintain:

(a) A list of each individual/household contact by service site; and

(b) An encrypted list of each assisted individual/household applicant along with the Social Security Number(s), Connecticut case number or both.

The proposal must describe your organization's capacity to collect client level data.

ii. The contractor shall be required to submit:

(a) Quarterly narrative and statistical reports in a format required by the Department;

(b) Quarterly fiscal reports on forms provided by the Department; and

(c) Annual reports that may include but not be limited to major accomplishments and achievements, issues that affected the implementation of the outreach program, results of the project in comparison to the established goals.

The proposal must describe your organization's ability to comply with these reporting requirements.

*d. Assessment of Client Satisfaction.* Describe your organization's client satisfaction process (surveys, etc.). Summarize feedback (number and percent of returned surveys, summary of concerns expressed by clients, etc.). Provide a brief narrative of organization follow-up actions or plans regarding concerns raised by clients.

*e. Evaluation/Outcome Measures*. The proposal must include:

i. Specific and quantifiable annual performance measure(s) for funded activities. Examples are as follows:

(a) 100% of individuals contacted receive general information regarding SNAP eligibility to assist in obtaining SNAP benefits.

(b) Conduct a minimum of 2,400 pre-screenings per year for potentially eligible SNAP clients.

(c) Assist a minimum of 1,200 potentially eligible SNAP clients per year with the application process including contacting DSS regional offices to follow up on individual SNAP applications.

ii. How your organization will monitor service delivery to ensure performance measures are met.

iii. Your organization's experience tracking performance and adjusting service delivery to ensure performance measures are met.

iv. Your organization's method for collecting and analyzing data to ensure credible documentation of service delivery.

v. Historical evidence of your organization's ability to meet the performance measures.

*f. Disclosure Policy*.

Case file information on SNAP recipients, including names of recipients, social security numbers, and other sensitive information is considered confidential and may not be released. Disclosure of information obtained from recipients may be made only to persons directly connected with the administration of SNAP or to others provided that the program recipient signs a release form documenting their agreement to the specific release. Such an agreement shall not be a condition of receipt of benefits. (7 CFR Section 272.1(c); and (Section 11(e)(8) of The Food and Nutrition Act of 2008, as amended.)

Contractors must protect confidential and private information gained from clients during the outreach process. Appropriate physical and computer security policies should be in place to protect sensitive information.

The proposal must describe your organization's ability to comply with this disclosure policy.

5. **Subcontractors:** If Section F.2 of the proposal includes the use of subcontractors for the provision or delivery of a service, provide the following information about each subcontractor.

   a. Legal Name, Postal Address, FEIN

   b. Contact Person, Title, Phone, Fax, E-mail

   c. Services to be Provided under Subcontract

   d. Subcontract Cost and Term

   e. Sample subcontract shall be included in Section IV.H, Appendices

   f. Letters of support from each subcontractor, indicating willingness to perform all the proposed activities throughout the entire contract period, shall be included in Section IV.H, Appendices

6. **Work Plan:** Develop a work plan **for each year of the proposed contract period** using the USDA Outreach Project Details template identified in Section V, Attachments.

## ■ D. COST PROPOSAL COMPONENTS

### 1. Financial Requirements

*a. Audited Financial Statements.* To demonstrate financial stability, the proposer shall submit a copy of the 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 (USA). The copy shall include all applicable financial statements, auditor's reports, management letters and any corresponding re-issued components. Audited Financial Statements do not count toward the total page limit of the proposal. One copy only shall be included with the original proposal in Section IV.H, Appendices.

b. *IRS Form 990.* Provide a copy of the most recent Form 990 submitted to the Internal Revenue Service. The Form 990 does not count toward the total page limit of the proposal. One copy only shall be included with the original proposal in Section IV.H, Appendices.

c. *Financial Capacity.*

i. Describe your organization's capacity to properly isolate SNAP Outreach program-related income and expenditures.

ii. Discuss the internal controls used to ensure the safeguarding of funds so a thorough record of expenditures can be provided for purposes of an audit.

iii. Indicate that your organization has adequate cash reserves to meet all financial obligations while awaiting payment from the Department.

**2. Budget Requirements**

a. Cost Standards. All proposed costs are subject to the standards developed by the State's Office of Policy and Management 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 your organization's cost proposal is subject to revision prior to award 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, click on "Publications," then click on "Purchase of Service (POS) Cost Standards." Federal cost policy guidance on allowable expenses is noted in Office of Management and Budget (OMB) Circulars A-87, A-21, A-110 and A-122; Departmental rules 3016 CFR; and SNAP rules 277 CFR.

b. *Line Item Budget Form:* Include a separate budget for each of three years using the forms identified in Section V, Attachments.

c. *Narrative:* Detail how costs included in the line item budget were calculated. The narrative for direct program staff must include the number and/or percent of key personnel/managers (include FTE) to be funded by the Department. Administrative salaries may be included in the Administration line item. Other costs that support the operation of this program are allowed and must be itemized and justified in the narrative.

Note 1: The Department reserves the right to fund portions of a proposed budget and/or require adjustments.

Note 2: The Department reserves the right to consider all factors including cost in the final selection of a successful proposer. The opportunity to negotiate a contract with the Department will not be awarded based on cost alone.

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b. Equipment . . . . . .
c. Data Collection / Storage / Reporting . . . . . .
d. Assessment of Client Satisfaction . . . . . .
e. Evaluation / Outcome Measures . . . . . .
f. Disclosure Policy . . . . . .

**5. Subcontractors . . . . . .**

a. Legal Name, Address, FEIN . . . . . .
b. Contact Person, Title, Phone, Fax, E-mail . . . . . .
c. Services To Be Provided Under Subcontract . . . . . .
d. Subcontract Cost and Term . . . . . .

**6. Work Plan . . . . . .**

**G. Cost Proposal . . . . . .**

**1. Financial Profile . . . . . .**

**2. Budget and Budget Narrative . . . . . .**

**H. Appendices . . . . . .**

1. Job Descriptions of Key Personnel . . . . . .
2. Résumés of Key Personnel . . . . . .
3. Sample Subcontract . . . . . .
4. Letters of Support . . . . . .
5. Audited Financial Statements . . . . . .
6. IRS Form 990 . . . . . .

**I. Forms . . . . . .**

**1. Department. . . . . .**

a. Certification Regarding Lobbying . . . . . .
b. Addendum Acknowledgement . . . . . .

**2. Other . . . . . .**

a. Notification To Bidders, Parts I – V (CHRO) . . . . . .
b. Acknowledgment of Contract Compliance / Notification to Bidders (CHRO) . . .
c. Consulting Agreement Affidavit (OPM Ethics Form 5) [1] . . . . . .

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[1] Attached when the contract resulting from this RFP has an anticipated value of $50,000 or more in a calendar or fiscal year. The proposer must submit this certification to the Department with the proposal.

## V. ATTACHMENTS

1. SEEC Form 11
2. Certification Regarding Lobbying
3. CHRO, Contract Compliance Regulations, Notification to Bidders (Revised 09/17/07)
4. State of Connecticut, Office of Policy and Management, Contract Compliance Package, Parts I – III (May 2009)
5. Consulting Agreement Affidavit (OPM Ethics Form 5)
6. Cover Sheet
7. USDA Outreach Project Details
8. Budget

## ATTACHMENT 1 - NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN

SEEC FORM 11

This notice is provided under the authority of General Statutes of Connecticut 9-612(g)(2), as amended by P.A. 07-1, and is for informing state contractors and prospective state contractors of the following law (italicized words are defined below):

Campaign Contribution and Solicitation Ban

No state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a State agency in the Executive Branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

Duty to Inform

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

Penalties for Violations

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties

$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor, which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations, may also be subject to civil penalties of $2,000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties
Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than five years, or $5,000 in fines, or both.

Contract Consequences
Contributions made or solicited in violation of the above prohibitions may result, in the case of a state contractor, in the contract being voided.

Contributions made or solicited in violation of the above prohibitions, in the case of a prospective state contractor, shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State will not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Receipt acknowledged:

_____ _____
Signature Date

Print Name:

_____

Title:

_____

Company Name:

_____

Additional information and the entire text of P.A. 07-1 may be found on the Web site of the State Elections
Enforcement Commission, www.ct.gov/seec. Click on the link to “State Contractor Contribution Ban.”

## ATTACHMENT 2 - CERTIFICATION REGARDING LOBBYING

Contractor:_____

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federally appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C.1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

| | |
|---|---|
| _____ | _____ |
| Signature | Typed Name and Title |
| _____ | _____ |
| Firm/Organization | Date |

ATTACHMENT 3

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

# ACKNOWLEDGMENT OF CONTRACT COMPLIANCE NOTIFICATION TO BIDDERS

INSTRUCTION: Bidder must sign acknowledgment below, and return this form to the awarding agency with the bid proposal.

The undersigned duly authorized representative of the bidding vendor acknowledges receiving and reading a copy of the **NOTIFICATION TO BIDDERS***. (Please print name under signature line.)*

_____

Signature

_____

_____Title_____

Date

**On behalf of:**

_____

_____Vendor Name_____

_____Street Address_____ _____

City _____State_____Zip

Federal Employee Identification Number
(FEIN/SSN)

# COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
# CONTRACT COMPLIANCE REGULATIONS
# NOTIFICATION TO BIDDERS

(Revised 09/17/07)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4)Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

(a) the bidder's success in implementing an affirmative action plan;
(b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
(c) the bidder's promise to develop and implement a successful affirmative action plan;
(d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
(e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

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## INSTRUCTIONS AND OTHER INFORMATION

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder's good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

### 1) Definition of Small Contractor

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

**MANAGEMENT:** Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

**BUSINESS AND FINANCIAL OPERATIONS:** These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

**MARKETING AND SALES:** Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

**LEGAL OCCUPATIONS:** In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

**COMPUTER SPECIALISTS:** Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

**ARCHITECTURE AND ENGINEERING:** Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

**OFFICE AND ADMINISTRATIVE SUPPORT:** All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

**BUILDING AND GROUNDS CLEANING AND MAINTENANCE:** This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

**CONSTRUCTION AND EXTRACTION:** This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..

**INSTALLATION, MAINTENANCE AND REPAIR:** Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

**MATERIAL MOVING WORKERS:** The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

**PRODUCTION WORKERS:** The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (Page 3)

| | |
|---|---|
| White (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.<br>Black(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.<br>Hispanic- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. | Asian or Pacific Islander- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.<br>American Indian or Alaskan Native- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. |

# BIDDER CONTRACT COMPLIANCE MONITORING REPORT

## PART I - Bidder Information

| | |
|---|---|
| Company Name<br>Street Address<br>City & State<br>Chief Executive | Bidder Federal Employer<br>Identification Number_____<br>Or<br>Social Security Number_____ |
| Major Business Activity<br>(brief description) | Bidder Identification<br>(response optional/definitions on page 1)<br><br>-Bidder is a small contractor. Yes__ No__<br>-Bidder is a minority business enterprise Yes__ No__<br>(If yes, check ownership category)<br>Black___ Hispanic___ Asian American___ American Indian/Alaskan Native___ Iberian Peninsula___ Individual(s) with a Physical Disability___ Female___ |
| Bidder Parent Company<br>(If any) | - Bidder is certified as above by State of CT Yes__ No__ |
| Other Locations in Ct.<br>(If any) | - DAS Certification Number _____ |

## PART II - Bidder Nondiscrimination Policies and Procedures

| | |
|---|---|
| 1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards?<br>Yes__ No__ | 7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.?<br>Yes__ No__ |
| 2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards?<br>Yes__ No__ | 8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability?<br>Yes__ No__ |
| 3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy?<br>Yes__ No__ | 9. Does your company have a mandatory retirement age for all employees?<br>Yes__ No__ |
| 4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__ | 10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors?<br>Yes__ No__ NA__ |
| 5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__ | 11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__ |
| 6. Does your company have a collective bargaining agreement with workers?<br>Yes__ No__<br>6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__<br><br>6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct?<br>Yes__ No__ | 12. Does your company have a written affirmative action Plan? Yes__ No__<br>If no, please explain.<br><br>13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__<br>If yes, give name and phone number.<br>_____<br>_____ |

## Part III - Bidder Subcontracting Practices (Page 4)

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes__ No__

## PART IV - Bidder Employment Information Date:

| JOB CATEGORY * | OVERALL TOTALS | WHITE (not of Hispanic origin) | | BLACK (not of Hispanic origin) | | HISPANIC | | ASIAN or PACIFIC ISLANDER | | AMERICAN INDIAN or ALASKAN NATIVE | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Male | Female | Male | Female | Male | Female | Male | Female | male | female |
| Management | | | | | | | | | | | |
| Business & Financial Ops | | | | | | | | | | | |
| Marketing & Sales | | | | | | | | | | | |
| Legal Occupations | | | | | | | | | | | |
| Computer Specialists | | | | | | | | | | | |
| Architecture/Engineering | | | | | | | | | | | |
| Office & Admin Support | | | | | | | | | | | |
| Bldg/ Grounds Cleaning/Maintenance | | | | | | | | | | | |
| Construction & Extraction | | | | | | | | | | | |
| Installation , Maintenance & Repair | | | | | | | | | | | |
| Material Moving Workers | | | | | | | | | | | |
| Production Occupations | | | | | | | | | | | |
| TOTALS ABOVE | | | | | | | | | | | |
| Total One Year Ago | | | | | | | | | | | |
| FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE) | | | | | | | | | | | |
| Apprentices | | | | | | | | | | | |
| Trainees | | | | | | | | | | | |

*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

| 1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used) | | | | 2. Check (X) any of the below listed requirements that you use as a hiring qualification (X) | | 3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination |
|---|---|---|---|---|---|---|
| SOURCE | YES | NO | % of applicants provided by source | | | |
| State Employment Service | | | | | Work Experience | |
| Private Employment Agencies | | | | | Ability to Speak or Write English | |
| Schools and Colleges | | | | | Written Tests | |
| Newspaper Advertisement | | | | | High School Diploma | |
| Walk Ins | | | | | College Degree | |
| Present Employees | | | | | Union Membership | |
| Labor Organizations | | | | | Personal Recommendation | |
| Minority/Community Organizations | | | | | Height or Weight | |
| Others (please identify) | | | | | Car Ownership | |
| | | | | | Arrest Record | |
| | | | | | Wage Garnishments | |

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

| (Signature) | (Title) | (Date Signed) | (Telephone) |
|---|---|---|---|
| | | | |

# STATE OF CONNECTICUT

## OFFICE OF POLICY AND MANAGEMENT

## CONTRACT COMPLIANCE PACKAGE

## May 2009

# CONTENTS

## I. CONTRACTOR/GRANTEE CONTRACT COMPLIANCE REQUIREMENTS

## II. BIDDER'S PACKET

- The following forms are **MANDATORY** and must be completed and returned to this agency with the response to the Request for Proposal or the Grant Application.

  1. Notification to Bidders Form
  2. Bidder Contract Compliance Monitoring Report

- Definitions and descriptions to assist in completing the Bidder Contract Compliance Monitoring Report

## III. PERTINENT STATUTES AND REGULATIONS OF THE STATE OF CONNECTICUT

- Non-Discrimination and Affirmative Action Provisions in State Contracts, C.G.S. Section 4a-60 through 4a-60a
- Department of Administrative Services, C.G.S. Section 4a-60g through 4a-60j
- Department of Economic and Community Development, C.G.S. Section 32-9n
- Commission on Human Rights and Opportunities, C.G.S. Sections 46a-56 and 46a-68
- Commission on Human Rights and Opportunities Administrative Regulations Sections 46a-68j-21 through 46a-68j-43 and Sections 46a-68k-1 through 46a-68k-8.

# I.

# CONTRACTOR/GRANTEE
# CONTRACT COMPLIANCE REQUIREMENTS

# OFFICE OF POLICY AND MANAGEMENT

# CONTRACTOR/GRANTEE COMPLIANCE REQUIREMENTS

**NOTE: - THESE REQUIREMENTS APPLY TO ALL CONTRACTORS - INCLUDING GRANTEES AND INDIVIDUALS**

Connecticut General Statute Section 4a-60 was adopted to insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons. To carry out the provisions of the Statute, the Commission on Human Rights and Opportunities developed Regulations concerning Contract Compliance and approval of Contract Compliance Programs which impose certain obligations on State agencies as well as contractors doing business with the State of Connecticut.

These regulations require that as an awarding agency, in this instance, the Office of Policy and Management (OPM), must consider the following factors in its selection of any contractor:

- The bidder's success in implementing an affirmative action plan;
- If the bidder does not have a written affirmative action plan, the bidder's promise to develop and implement a successful affirmative action plan;
- The bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- The bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- The bidder's promise to set aside a portion of the contract for legitimate minority business enterprises.

In order to assess the factors above, contractors are required to provide OPM with information about their organizations.

A package of information (see Section **II**. Bidder's Packet) is provided with forms (and instructions) that must be completed, signed by responsible parties and returned to OPM with the response to the Request for Proposal or with the Grant Application.

PLEASE NOTE: *If you indicate that you will be sub-contracting a portion of this contract, you will be sent further forms for completion as required in the contract compliance regulations. Thank you for your cooperation.*

# II.

# BIDDER’S PACKET

# OFFICE OF POLICY AND MANAGEMENT

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**
**CONTRACT COMPLIANCE REGULATIONS**
**NOTIFICATION TO BIDDERS**

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4)Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Sec tion 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

(a) the bidder's success in implementing an affirmative action plan;
(b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
(c) the bidder's promise to develop and implement a successful affirmative action plan;
(d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
(e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

# III.

# PERTINENT STATUTES AND REGULATIONS

# OF THE

# STATE OF CONNECTICUT

# CONNECTICUT GENERAL STATUTES

***Current through Gen. St., Rev. to 1-1-09****

| NONDISCRIMINATION AND AFFIRMATIVE ACTION PROVISIONS IN CONTRACTS | |
|---|---|
| **Statute Hyperlink** | **Description** |
| § 4a-60. | Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities. |
| § 4a-60a. | Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation. |
| **DEPARTMENT OF ADMINISTRATIVE SERVICES** | |
| **Statute Hyperlink** | **Description** |
| § 4a-60g | (Formerly § 32-9e) Set-aside program for small contractors, minority business enterprises, individuals with a disability and nonprofit corporations. |
| § 4a-60h | (Formerly § 32-9f) Administration of set-aside program. Regulations. Access to competitive contracts outside of program guaranteed. |
| §4a-60i | (Formerly § 32-9g) Responsibilities of agency heads to negotiate and approve contracts not affected. |
| §4a-60j | (Formerly § 32-9h) Time for payment of contractors. |
| **DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT** | |
| **Statute Hyperlink** | **Description** |
| §32-9n | Office of Small Business Affairs. |
| **COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES** | |
| **Statute Hyperlink** | **Description** |
| § 46a-56 | Commission duties. |
| § 46a-68c | Contractors required to file affirmative action plan. Certificate of compliance issued by commission. Revocation. |

***** There may have been changes made to these statutes or regulations which are not reflected in this packet. Please consult your nearest library for the most recent version.***

| Statute Hyperlink | Description |
|---|---|
| § 46a-68d | Public works contracts subject to affirmative action requirements. Conditional acceptance by commission. Advance filing of plan. |
| § 46a-68e | Contractors and subcontractors required to file compliance reports. |
| § 46a-68f. | Compliance reports to include labor union practices. |
| § 46a-68g. | Prohibition re: contractors who have not satisfactorily complied with affirmative action requirements. |
| § 46a-68h. | Hearing re: noncompliance. |
| § 46a-68i. | Right of appeal. |
| § 46a-68j | Regulations. |

and

**REGULATIONS OF CONNECTICUT STATE AGENCIES**

**TITLE 46A. HUMAN RIGHTS**
**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**
**CONTRACT COMPLIANCE**

§ 46a-68j-21 -- § 46a-68j-43 and § 46a-68k-1 -- § 46a-68k-8.

For an electronic version of these regulations go to:
http://www.ct.gov/chro/cwp/view.asp?a=2525&Q=326596&chroPNavCtr=|#46078

***** There may have been changes made to these statutes or regulations which are not reflected in this packet. Please consult your nearest library for the most recent version.***

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# STATE OF CONNECTICUT
## CONSULTING AGREEMENT AFFIDAVIT

*Affidavit to accompany a State contract for the purchase of goods and services with a value of $50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b)*

---

**INSTRUCTIONS:**

**If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1):** Complete all sections of the form. If the bidder or vendor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. **If the bidder or vendor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1):** Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if the contractor enters into any new consulting agreement(s) during the term of the State contract.

**AFFIDAVIT:** [ Number of Affidavits Sworn and Subscribed On This Day: _____ ]

I, the undersigned, hereby swear that I am the chief official of the bidder or vendor awarded a contract, as described in Connecticut General Statutes § 4a-81(a), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, **except for the agreement listed below**:

_____ _____
Consultant's Name and Title Name of Firm (if applicable)

_____ _____ _____
Start Date End Date Cost

Description of Services Provided: _____

_____

_____

Is the consultant a former State employee or former public official? ☐ YES ☐ NO

If YES: _____ _____
Name of Former State Agency Termination Date of Employment

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

_____ _____ _____
Printed Name of Bidder or Vendor **Signature of Chief Official or Individual** **Date**

_____ _____
Printed Name (of above) Awarding State Agency

**Sworn and subscribed before me on this _____ day of _____, 20___.**

_____
**Commissioner of the Superior Court or Notary Public**

## ATTACHMENT 6 - COVER SHEET

**STATE OF CONNECTICUT**
**DEPARTMENT OF SOCIAL SERVICES**

RFP NAME OR NUMBER: _____

**Organization:**

| | | |
|---|---|---|
| | | |
| Legal Name | FEIN/Social Security Number | Telephone Number |
| | | |
| Street Address | Town, State | Zip Code |

**Contact Person** (*Individual who can provide additional information about the proposal or who has immediate responsibility for the proposal*)**:**

| | | |
|---|---|---|
| | | |
| Name | Title | Telephone Number |
| | | |
| Street Address | Town, State | Zip Code |
| | | |
| E-mail Address | | Facsimile Number |

**Authorized Official** (*Individual empowered to enter into and amend contractual instruments in the name and on behalf of the Contractor*)**:**

| | | |
|---|---|---|
| | | |
| Name | Title | Telephone Number |
| | | |
| Street Address | Town, State | Zip Code |
| | | |
| E-mail Address | | Facsimile Number |

| |
|---|
| |
| Signature |

## ATTACHMENT 7 - Outreach Project Details

Project Table: *Complete this section for each project listed in the Summary of Projects Table in Attachment 7.*

| | | | | |
|---|---|---|---|---|
| **Project Number** | *List the project number as noted in the table in Attachment 7.* | | | |
| **Goal** | *List the goal of the project. The goal should be measurable (a numeric goal, if possible). Likely, the goal will focus on increasing food stamp participation. Indicate if the number of people is contacts, applicants, approved applicants, etc.* | | | |
| **Timeline** | **Start** | *Month and year, quarter, or annual/ongoing.* | **End** | *Month and year, quarter, or annual/ongoing.* |
| **Description of Activity** | *Provide a description of the activity and how it will be implemented.* | | | |
| **Subcontractor** | *If a subcontractor will be hired, list the name of the subcontractor. If there is no subcontractor, indicate so.* | | | |
| **Role of the Subcontractor** | *Describe the role of the subcontractor. Add rows for additional subcontractors, if necessary.* | | | |
| **Partner 1** | *List the name of partner 1. Partners may be community or faith-based organizations, local food stamp offices, food banks or pantries, retailers, or other community organizations. Obtaining a letter of commitment from your partners is good project management. It is suggested that you obtain such a letter from each partner and maintain the letter in your files. Add rows for additional partners, if necessary.* | | | |
| **Role of Partner 1** | *Describe the role of partner 1. Add rows for additional partners, if necessary.* | | | |
| **Evaluation** | *Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for food stamp benefits.* | | | |

**ATTACHMENT 8** **FINANCIAL SUMMARY**

**PROGRAM NAME:** Supplemental Nutrition Assistance Program (SNAP) Outreach
**PROGRAM NUMBER:** Supplemental Nutrition Assistance Program (SNAP) Outreach 5/26/2010

| | Requested | Adjustments | Approved |
|---|---|---|---|
| **Contract Amount** | | | |
| ***For Amendments Only*** | | | |
| **Previously Approved Contract Amount** | | | |
| **Amount of Amendment** | | | $ |

| *Line #* | *Item* | **Subcategory (a)** | **Line Item Total (b)** | **Adjustments (c)** | **Revised Total (d)** |
|---|---|---|---|---|---|
| 1 | **UNIT RATE** | | | | |
| | 1a. Bed Days | | | | |
| | 1b. Client Advocate | | | | |
| | 1c. Security Deposit | | | | |
| | 1d. Other Unit Rate Costs | | | | |
| | **TOTAL UNIT RATE** | | | | |
| 2 | **CONTRACTUAL SERVICES** | | | | |
| | 2a. Accounting | | | | |
| | 2b. Legal | | | | |
| | 2c. Independent Audit | | | | |
| | 2d. Other Contractual Services | | | | |
| | **TOTAL CONTRACTUAL SERVICES** | | | | |
| 3 | **ADMINISTRATION** | | | | |
| | 3a. Admin. Salaries | | | | |
| | 3b. Admin. Fringe Benefits | | | | |
| | 3c. Admin. Overhead | | | | |
| | **TOTAL ADMINISTRATION** | | | | |
| 4 | **DIRECT PROGRAM STAFF** | | | | |
| | 4a. Program Salaries | | | | |
| | 4b. Program Fringe Benefits | | | | |
| | **TOTAL DIRECT PROGRAM** | | | | |
| 5 | **OTHER COSTS** | | | | |
| | 5a. Program Rent | | | | |
| | 5b. Consumable Supplies | | | | |
| | 5c. Travel & Transportation | | | | |
| | 5d. Utilities | | | | |
| | 5e. Repairs & Maintenance | | | | |
| | 5f. Insurance | | | | |
| | 5g. Food & Related Costs | | | | |
| | 5h. Other Project Expenses | | | | |
| | **TOTAL OTHER COSTS** | | | | |
| 6 | **EQUIPMENT** | | | | |
| 7 | **PROGRAM INCOME** | | | | |
| | 7a. Fees | | | | |
| | 7b. Other Income | | | | |
| | **TOTAL PROGRAM INCOME** | | | | |
| 8 | **TOTAL NET PROGRAM COST** (Sum of 1 through 6, minus Line 7) | | | | |

## 1. UNIT RATE

### HOMELESS SHELTERS ONLY

| 1a. Bed Days | 1b. Client Advocate Hours of Service | | 1c. Other Unit Rate Costs |
|---|---|---|---|
| x | x | *Unit Rate* | |
| $ _____ | $ _____ | *Eligible Units* | |
| (Financial Summary, Line 1a) | (Financial Summary, Line 1b) | *TOTAL ELIGIBLE COSTS* | $ _____ (Financial Summary, Line 1c) |

TOTAL UNIT RATE COSTS $ _____ (Financial Summary, Line 1)

## 2. CONTRACTUAL SERVICES

### 2a. Accounting

| Item | Unit Cost | Total Cost |
|---|---|---|
| _____ | $ _____ | $ _____ |
| _____ | $ _____ | $ _____ |
| _____ | $ _____ | $ _____ |

TOTAL ACCOUNTING $ _____ (Financial Summary, Line 2a)

### 2b. Legal

| Item | Unit Cost | Total Cost |
|---|---|---|
| _____ | $ _____ | $ _____ |
| _____ | $ _____ | $ _____ |
| _____ | $ _____ | $ _____ |

TOTAL LEGAL $ _____ (Financial Summary, Line 2b)

### 2c. Audit

| Item | Unit Cost | Total Cost |
|---|---|---|
| _____ | $ _____ | $ _____ |
| _____ | $ _____ | $ _____ |
| _____ | $ _____ | $ _____ |

TOTAL AUDIT $ _____ (Financial Summary, Line 2c)

If an audit of expended DSS funds will be provided from other resources, please 'check' this box

### 2d. Other Contractual Services

| Item | Unit Cost | Total Cost |
|---|---|---|
| _____ | $ _____ | $ _____ |
| _____ | $ _____ | $ _____ |
| _____ | $ _____ | $ _____ |

TOTAL OTHER CONTRACTUAL SERVICES $ _____ (Financial Summary, Line 2d)

**TOTAL CONTRACTUAL SERVICES** $ _____ (Financial Summary, Line 2)

## 3. ADMINISTRATION

### 3a. Administrative Salaries

| Position | Annual Salary | No. of Persons | % funded in this contract | Total Salary |
|---|---|---|---|---|
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |

TOTAL ADMINISTRATIVE SALARIES (cash) $ _____
(Financial Summary, Line 3a)

### 3b. Administrative Fringe Benefits and Payroll Taxes

| | | | | |
|---|---|---|---|---|
| Health Insurance | @ | of | | $ |
| Pension | @ | of | | $ |
| F.I.C.A. | @ | of | | $ |
| Umemployment Compensation | @ | of | | $ |
| Worker's Compensation | @ | of | | $ |
| Other: | | | | $ |
| | | | | $ |

TOTAL ADMINISTRATIVE FRINGE BENEFITS & PAYROLL TAXES $ _____
(Financial Summary, Line 3b)

### 3c. Administrative Overhead

| Item | Unit Cost | Total Cost |
|---|---|---|
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |

TOTAL ADMINISTRATIVE OVERHEAD $ _____
(Financial Summary, Line 3c)

**TOTAL ADMINISTRATION** $ _____
(Financial Summary, Line 3)

## 4. DIRECT PROGRAM STAFF

### 4a. Program Salaries

| Position | Annual Salary | No. of Persons | % funded in this contract | Total Salary |
|---|---|---|---|---|
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |
| | $ | | | $ |

TOTAL PROGRAM SALARIES $ _____
(Financial Summary, Line 4a)

### 4b. Program Fringe Benefits and Payroll Taxes

| | | | | |
|---|---|---|---|---|
| Health Insurance | @ | of | | $ |
| Pension | @ | of | | $ |
| F.I.C.A. | @ | of | | $ |
| Umemployment Compensation | @ | of | | $ |
| Worker's Compensation | @ | of | | $ |
| Other: | | | | $ |
| | | | | $ |

TOTAL PROGRAM FRINGE BENEFITS & PAYROLL TAXES $ _____
(Financial Summary, Line 4b)

**TOTAL DIRECT PROGRAM STAFF** $ _____
(Financial Summary, Line 4)

## 5. OTHER COSTS

### 5a. Program Rent

| Item | Unit Cost | Total Cost |
|---|---|---|
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |

TOTAL PROGRAM RENT $ _____
(Financial Summary, Line 5a)

## 5. OTHER COSTS (continued)

### 5b. Consumable Supplies

| Item | Unit Cost | Total Cost |
|---|---|---|
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |

TOTAL CONSUMABLE SUPPLIES $ _____
(Financial Summary, Line 5b)

### 5c. Travel and Transportation

| Item | Unit Cost | Total Cost |
|---|---|---|
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |

TOTAL TRAVEL AND TRANSPORTATION $ _____
(Financial Summary, Line 5c)

### 5d. Utilities

| Item | Unit Cost | Total Cost |
|---|---|---|
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |

TOTAL UTILITIES $ _____
(Financial Summary, Line 5d)

### 5e. Repairs and Maintenance

| Item | Unit Cost | Total Cost |
|---|---|---|
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |

TOTAL REPAIRS AND MAINTENANCE $ _____
(Financial Summary, Line 5e)

5f. Insurance

| Insurance Type | Unit Cost | Total Cost |
|---|---|---|
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |

TOTAL INSURANCE $ _____
(Financial Summary, Line 5f)

5g. Food and Related Costs

| Item | Unit Cost | Total Cost |
|---|---|---|
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |

TOTAL FOOD AND RELATED COSTS $ _____
(Financial Summary, Line 5g)

5h. Other Project Costs

| Item | Unit Cost | Total Cost |
|---|---|---|
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |

TOTAL OTHER PROJECT COSTS $ _____
(Financial Summary, Line 5h)

**TOTAL OTHER COSTS** $ _____
(Financial Summary, Line 5)

## 6. EQUIPMENT

6a. Equipment

| Item | Unit Cost | Total Cost |
|---|---|---|
| | $ | $ |
| | $ | $ |
| | $ | $ |

TOTAL EQUIPMENT $ _____
(Financial Summary, Line 6)

## 7. PROGRAM INCOME

7a. Program Income

| | Description | Total Income |
|---|---|---|
| FEES: | _____ | $ _____ |
| LEASE: | _____ | $ _____ |
| SALE: | _____ | $ _____ |
| INTEREST: | _____ | $ _____ |
| OTHER: | _____ | $ _____ |

**TOTAL PROGRAM INCOME** $ _____
(Financial Summary, Line 7)