

**PROCUREMENT NOTICE**

**State of Connecticut**

**Department of Children and Families**

**LEGAL NOTICE**

The State of Connecticut, Department of Children and Families is seeking proposals for **Multidimensional Family Therapy (MDFT) Services**.

The intent of this request is to procure fourteen (14) MDFT teams to provide Connecticut families with statewide access to this intensive in-home service. With this procurement, the Department (DCF) will ensure that MDFT Service contracts are implemented with uniform team size and funding, and be established across the Department's six (6) Regions. The recent reduction of \$2.3 million in MDFT funding, through the transfer of Juvenile Justice Services from the Department to the Judicial Branch, required the Department to evaluate this service model and redesign components of it to ensure available service provision throughout the state in a more streamlined and efficient manner.

MDFT is an Evidence Based Treatment that DCF began implementing in Connecticut in 2003. MDFT provides clinical services for children and adolescents aged 9-18 years who have substance use, complex mental health service needs, delinquency, antisocial or aggressive behaviors, school or family problems, or emotional difficulties. MDFT improves the lives of children, adolescents and their families by intervening in four connected areas: the child/adolescent, the parents, the family, and the community. Just as problems overlap, MDFT uses changes in each of these areas to stimulate change in all the others. The goal is to use this strength-based approach to facilitate & solidify change for the concerns that the child/adolescent and family identified during the episode of care. Sessions are conducted usually three (3) times per week over the course of 4-6 months (average = 5 months) in the home and occasionally in a clinic setting.

The four (4) current MDFT ASSERT Treatment Model (ATM) teams in DCF Regions 3-6 will not be included in this rebid.

The Request for Proposals is available in electronic format on the State Contracting Portal at:

[https://biznet.ct.gov/SCP\\_Search/Default.aspx?AccLast=2](https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2)

on the Department's website at:

<https://portal.ct.gov/DCF>

or from the Department's Official Contact:

Name: Stacie Albert  
Address: 505 Hudson Street / Hartford, CT 06106  
Phone: 860 550-6543  
E-Mail: Stacie.Albert@ct.gov

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

Deadline for submission of proposals is **October 19, 2018**.

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## I. GENERAL INFORMATION

### ■ A. INTRODUCTION

1. **RFP Name or Number.** RFP #190824003 / Multidimensional Family Therapy Services
2. **Summary.** The purpose of this request is to rebid the current DCF MDFT Network and procure 14 MDFT teams of uniform size and funding to provide MDFT statewide to children, adolescents and their families.
3. **Synopsis (Optional).** The Department is seeking to procure fourteen (14) separate MDFT Teams through this procurement. The Department anticipates distribution of these Teams throughout the State of Connecticut as follows:

Region	MDFT Teams to Rebid
Region 1	2
Region 2	3
Region 3	1
Region 4	4*
Region 5	2
Region 6	2
<b>Total</b>	<b>14</b>

\* One (1) Team from Region 4 will be expected to serve not only an Area Office in Region 4, but also areas in Region 3, to ensure equitable caseload distribution. This will be negotiated during contract negotiations.

The four (4) existing MDFT ATM Teams in Regions 3-6 will be operated in addition to the MDFT Teams awarded as a result of this RFP and are excluded from this procurement.

4. **Commodity Codes.** The services that the Department wishes to procure through this RFP are as follows:
  - 0600: Services (Professional, Support, Consulting and Misc. Services)
  - 1000: Healthcare Services
  - 2000: Community and Social Services

### ■ B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

ATM	ASSERT Treatment Model
BFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
CT	Connecticut
DAS	Department of Administrative Services (CT)
FOIA	Freedom of Information Act (CT)
FY	State Fiscal Year (July 1-June 30)
IRS	Internal Revenue Service (US)
JBCSSD	Judicial Branch, Court Support Services Division
LOI	Letter of Intent
MDFT	Multidimensional Family Therapy
OAG	Office of the Attorney General

OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
POS	Purchase of Service
P.A.	Public Act (CT)
QA	Quality Assurance
RFP	Request for Proposal
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

- *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: Stacie Albert  
Address: 505 Hudson Street / Hartford, CT 06106  
Phone: 860 550-6543  
E-Mail: Stacie.Albert@ct.gov

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

2. **RFP Information.** The RFP, 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  
<https://portal.ct.gov/DCF>
- State Contracting Portal  
[https://biznet.ct.gov/SCP\\_Search/Default.aspx?Acclast=2](https://biznet.ct.gov/SCP_Search/Default.aspx?Acclast=2)

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. The Department anticipates the following:

- Total Funding Available: **\$6,930,000**
- Number of Awards: **14**
- Per Contract Funding: **\$495,000 (annually)**
- Contract Term: 1-5 Years, at the discretion of the Department

**4. Eligibility.** Private provider organizations (defined as nonstate entities that are either nonprofit or proprietary 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 qualify for a contract award, a proposer must have the following minimum qualifications:

- The agency must have the appropriate license(s) to provide clinical services to children and adults;
- The agency must ensure the ability to maximize billing for third party reimbursement for clinical and case management services with children and adults with substance misuse and/or mental health problems;
- The agency must demonstrate the ability to provide in-home services in the Region for which they are applying;
- The agency must demonstrate a willingness to provide services in all neighborhoods of the towns in the Region for which they are applying;
- The agency must demonstrate a willingness to implement MDFT with fidelity. This involves a commitment to full participation in the quality assurance program and agreement to implement only the interventions designed in consultation with the MDFT Trainer as part of QA practices;
- If the agency required a Corrective Action Plan (or similar action) for any DCF contract in the past two years, please identify the program, the primary problem(s), and how the problem(s) was (were) addressed.

**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: July 1, 2018
- RFP Released: August 24, 2018
- RFP Conference: August 31, 2018
- Deadline for Questions: 3:00 PM / September 4, 2018
- Answers Released: September 11, 2018
- Letter of Intent Due: 3:00 PM / September 14, 2018
- Proposals Due: 3:00 PM / October 19, 2018
- (\*) Proposer Selection: November 1, 2018
- (\*) Start of Contract Negotiations: November 10, 2018
- (\*) Start of Contract: December 1, 2018

**7. Letter of Intent.** A Letter of Intent (LOI) **is required** for 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, except at the RFP Conference, during which questions will be accepted and answered verbally, recorded, and included with the final release of Questions and Answers. 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. 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, on the Department's RFP Web Page.

**9. RFP Conference.** An RFP conference will be held to answer questions from prospective proposers. Attendance at the conference is **non-mandatory**, but highly recommended. Copies of the RFP will not be available at the RFP Conference. Prospective proposers are asked to bring a copy of the RFP to the conference. At the conference, attendees will be provided an opportunity to submit questions, which the Department's representatives may (or may not) answer at the conference. Any oral answers given at the conference by the Department's representatives are tentative and not binding on the Department. All questions submitted will be answered in a written amendment to this RFP, which will serve as the Department's official response to questions asked at the conference. 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 amendment on the date 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.

- Date: **August 31, 2018**
- Time/Location: **1:00 PM / Beacon Health Options  
500 Enterprise Drive / Rocky Hill, CT  
Hartford Room (3<sup>rd</sup> Floor)  
*\*valid ID required***

**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 received by the Official Contact on or before the due date and time:

- Due Date: **October 19, 2018**
- Time: **3:00 PM**

Faxed or e-mailed proposals, other than email submission of an electronic copy when submitted in conjunction with all other submission requirements, 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;
- eight (8) conforming copies of the original proposal; and
- one (1) conforming electronic copy 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 emailed to the Official Agency Contact for this procurement. The subject line of the email must read: **RFP #190824003 / Electronic Proposal Submission**. 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 an option with this procurement. The Department is requiring the submission of one (1) proposal per DCF Region. Applicants may submit proposals for one (1), any or all DCF Regions, but may not combine proposals for multiple Regions. If submitting for more than one (1) Team per Region (as defined in Section I.A (3)), the proposal must clearly indicate how many Teams the applicant is applying for. The Department reserves the right to negotiate the number of Teams awarded for any proposal based on Departmental needs.

**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 with the required proposal outline. (See Section IV.)
4. **Executive Summary.** Proposals must include a high-level summary, not exceeding 1 page, of the main proposal and cost proposal.
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, Bound with a Butterfly Clip
  - Dividers: No Dividers
  - Paper Size: Standard Letter
  - Print Style: 2-sided
  - Page Limit: 15 Single-Sided (7 1/2 sheets of Paper, printed Double-Side) for Section IV.F (Main Proposal)
  - Font Size: 12
  - Font Type: Times New Roman
  - Margins: Normal
  - Line Spacing: 1.5
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	10 points
• Cultural & Linguistically Competent Care	15 points
• Scope of Services	35 points
• Staffing Plan	10 points
• Family Partnership & Community Linkage	5 points
• Data and Technology	5 points
• Financial Profile	5 points
• Budget and Budget Narrative	10 points
• Appendices	5 points

**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 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](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 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](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](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](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 mission of the Department of Children and Families is: “**Working together with families and communities for children who are healthy, safe, smart and strong.**” To that end, the Department has issued seven (7) cross-cutting themes that guide all DCF operational units in advancing the mission and strategies of the Agency:

1. implementing strength-based family policy, practice and programs;
2. applying the neuroscience of early childhood and adolescent development;
3. expanding trauma-informed practice and culture;
4. addressing racial inequities in all areas of our practice;
5. building new community and agency partnerships;
6. improving leadership, management, supervision and accountability; and
7. becoming a learning organization.

Using these themes, the Department has implemented and strives to adhere to the following strategies:

1. increasing investment in prevention, health promotion, early intervention and educational success;
2. strengthening family-centered practice;
3. expanding regional networks of in-home and community services;
4. continuing congregate care rightsizing and redesign;
5. addressing the needs of identified populations of children and families;
6. increasing DCF and community partnerships;
7. supporting the public and private sector workforce;
8. managing ongoing DCF operations and change initiatives; and
9. improving revenue maximization and development of new investment resources

The Department of Children and Families was instituted by the Connecticut General Assembly as the Department of Children and Youth Services in May, 1969. In 1974, child welfare services were transferred to the Department, with children’s mental health services and a unified school district for children in the Department’s care and custody added one year later and substance abuse services for children and youth 13 years after that (in 1988). The Department’s name (Children and Families) was officially changed through legislation in 1993, to reflect the Department’s still-evolving mission of providing child-centered, family focused, community-based programs and services throughout Connecticut.

In 1987, the Department instituted a regional management model, strengthening community-based services through grants and child-centered social work practice. Six regions began managing grants and contracted services within assigned geographical locations, thus cementing the Department’s partnerships with local, area community service providers. Since that time, the Department’s contracted service milieu has grown to encompass 76 contracted services types provided by 99 community service agencies providing 400 individual programs to Connecticut’s children and their families.

#### ■ B. PROGRAM OVERVIEW

**Multidimensional Family Therapy (MDFT)** is an evidence-based model based upon thirty (30) years of research. The principle treatment objectives of MDFT are to eliminate the adolescent’s substance use, crime, delinquency, and to improve mental health, school, and family functioning. MDFT improves the adolescent’s coping, problem-solving, and decision-making skills, and enhances family functioning, a critical ingredient in positive youth development.

**History of MDFT in CT:** MDFT has been part of the DCF service array since 2003 where it was part of a federal grant implemented in Hartford. In 2005, DCF funded five (5) MDFT teams, and gradually expanded statewide over the past 15 years to the currently operational thirty (30) teams. In 2006, a Connecticut provider was awarded the MDFT QA program, which (continues to) oversee the Connecticut MDFT network for training, certification, data, reports, and other QA activities.

**Reason for Rebid:** DCF is rebidding MDFT Services primarily due to funding reductions implemented on June 30, 2018. With the transfer of Juvenile Justice Services from DCF to JBCSSD, the Department's MDFT budget was reduced by \$2.3 million. With this significant reduction, the change in the service population, and the longevity since the last MDFT rebid ten (10) years ago, the Department used this as an opportunity to reevaluate the service model.

Using what we've learned over the last ten (10) years, this RFP is an opportunity to "right-size" the MDFT teams, which currently have a wide range of sizes and funding. An expansion in FY 2012 doubled the size of the MDFT network to make it statewide. This expansion resulted in teams that ranged in size from 2 to 9 therapists. Funding amounts also varied greatly between the original teams and those who were part of the expansion, whose funding levels were much higher. It is the Department's intent with this RFP, to implement a uniform and consistent staffing model and funding matrix across the state for its MDFT continuum of care.

A sample (subject to change prior to contract implementation) Scope of Service for all MDFT programs awarded as a result of this RFP is included and made part of this document as Attachment 5.

For more information about the MDFT model, see the website at: <http://www.mdft.org/>

For information about the GAIN Q3 and GAIN Q3 training, see website at: <https://portal.ct.gov/DCF/GAIN/Adolescent-Substance-Abuse-Treatment-Providers>

## ■ C. MAIN PROPOSAL COMPONENTS

### 1. Organizational Requirements (10 points)

- (a) Purpose / Mission / Philosophy: Briefly describe the purpose, mission and philosophy of the agency and the proposed program. This section should also describe how your program or agency will adhere to applicable state and federal laws, regulations and policies specific to the services to be provided.
- (b) Entity Type / Years of Operation: Please provide a brief history of the agency and the proposed program.
- (c) Administrative Office Location: Please provide the location of the agency's administrative offices.
- (d) Qualifications / Certification / Licensure: Please describe your agency's experience providing the kinds of services being requested through this RFP. If the agency or program being proposed holds any certifications or licensures, please detail the type and how long it has been held. Applicants must demonstrate that they possess appropriate licensure to provide clinical services to children and adults. Such licensure must be provided in the applicant's proposal as Appendix 5 (see Section IV.H).
- (e) Corrective Action: If the agency required a Corrective Action Plan (or similar action) for any DCF-funded program in the past two (2) years, proposals must identify the program, the primary problem(s), and how the problem(s) was (were) addressed.

### 2. Cultural & Linguistically Competent Care (15 Points)

Provide a detailed description of your agency's knowledge, expertise and understanding of diversity (including, but not limited to: racial, ethnic, gender and gender identity, sexual orientation, culture, linguistic, immigrant, disabilities, and religion) as it relates to the provision of services. (15 points overall)  
Detail your response according to the following:

- (a) Culturally Diverse Communities: Describe your organization's successes & challenges serving diverse communities. Include any data your agency has that reveals the ability to effectively serve and achieve positive outcomes for children and families of multiple diverse groups. Additionally, describe how your organization overcame previous challenges. **(5 points)**

- (b) Culturally Diverse Families: Please detail how your program/service will effectively meet the needs of the community/communities you propose to service through this application. Describe policies, practices, and data collection mechanisms. Include supporting data about the race, ethnicity, and languages of the communities you are seeking to serve. Also, include how your organization works to establish rapport and trust with families related to experiences of racism and how this influences and guides client engagement and treatment planning. (Supporting data may be included in the Appendices) **(5 points)**
- (c) Culturally Diverse Staff: Describe your plan and current activities to recruit, retain, train, supervise, and facilitate dialogue amongst a diverse staff, including those who are bicultural and bilingual, for this program/service and across all levels of your organization. Please include a description of what progress your organization made to increase the diversity of the workforce in the past three years. **(5 points)**

### 3. Service Requirements (35 points)

Proposals should address each of the following areas. The use of sub-contractors is not permitted for these services. The Department will expect direct service provision from any awarded contract as a result of this RFP.

- (a) Referral Process: The referral process should be detailed about the criteria, provider staff who will do the initial screening of the referral, how the screening will occur, and how communication will be facilitated with referral sources including DCF and others in the community.

Proposals should delineate the maximum time periods between referral acceptance and initial intake appointment as well as the time periods between initial intake appointment and first scheduled treatment.

- (b) Number and Type of Clients to be Served: Detail the admission criteria of the target population of clients accepted into the program. Proposals should include total number of annual clients served.
- (c) Date of Program Availability: Programs should be available by **January 1, 2019**. Proposals should clearly define the timelines and work processes leading up to availability of services.

Proposals must include a detailed start-up process and timeline, including a description of the following:

- Location of office(s) for use by the MDFT Team;
- The process for obtaining the physical setting/structure;
- The process for hiring, orienting and training staff; and
- The date and process for when the new hires will be trained in use of the GAIN-Q3.

- (d) Length of Stay/Hours of Operation: Provide the average length of stay needed for client's completion of the program. Since this is a service provided in the client's home or community settings, it is anticipated that programs will offer evening and/or weekend hours (if needed) to accommodate clients in certain situations (give examples of such situations).
- (e) Development of Individual Service/Treatment Plans: Program staff, in conjunction with the client and the parents, should work together to develop an Individual Treatment Plan that addresses the client's needs. The plan should incorporate information obtained from assessments, and should identify needed services and goals.
- (f) Treatment/Service Components: Proposals must describe services offered to offenders and the modality by which they are offered. For each of the components proposed, the proposal must clearly describe how services will be provided.
- The general treatment approach including:
    - Basics of the MDFT approach;
    - Frequency and type of contact with the family over the course of the treatment episode;



- On-site urine screens and breathalyzers;
- Crisis coverage.
- MDFT Training
  - MDFT training (who gets trained, when on-going training occurs, by whom, etc.);
  - Certification of staff (who gets certified, what is their certification process, who does the certification, etc.);
  - GAIN Q# training (who gets trained, when on-going training occurs, by whom, etc.).
- MDFT Supervision
  - Describe how the various forms of MDFT supervision will be implemented, by whom, with whom, and how MDFT supervision certification will occur.

#### 4. Staffing Requirements (10 Points)

Applicants are to use the staffing model found in the Scope of Services at the end of this RFP. This staffing model will be the required staffing structure for all contracts implemented as a result of this RFP.

Proposals must describe the following:

- (a) The staff categories to be assigned to the proposed program, including the extent to which they have or will have the appropriate training and experience to perform assigned duties. The proposal must describe the extent to which staff is or will be multi-lingual and multi-cultural.
- (b) How Providers will ensure that all employment candidates receive a criminal record and DCF abuse/neglect background check;
- (c) Proposals must also include:
  - A staff retention plan detailing measures taken to reduce staff turnover;
  - A description of how staff will be recruited and selected;
  - A description of how the staffing plan will be appropriate to the language, age, gender, sexual orientation, disability, and ethnic/racial/cultural factors of the target population;
  - A staffing model inclusive of a clinical director who supervises the MDFT team, an APRN (or appropriate leveled individual able to prescribe medication), and timely access to psychiatrists when needed; and
  - A description of how the program will continue to provide services that are timely, effective, and true to the model if sickness, training, vacancies, leaves of absence, etc. make regularly scheduled staff unavailable.

#### 5. Family Partnerships and Community Linkages (5 points)

Describe the agency's plan to collaborate and communicate with the referral sources, including the DCF Area Offices.

Describe the agency's effective mechanisms for fostering communication and coordination among families, service providers, and community supports during the treatment episode and as aftercare

#### 6. Data and Technology Requirements

Describe your agency's prior experience collecting and reporting data for program administration, continuous quality improvement (CQI), and for reporting on program progress. Describe the resources (i.e., human, fiscal, physical plant, technology) your agency dedicates to information management, continuous quality improvement, and data analytics. Include your agency's CQI processes, and examples of your agency's success meeting the data and reporting requirements of funders. Describe how this experience positions your organization to meet the data and reporting requirements of this RFP

The Department will require awarded contractor(s) to submit child and family specific data, and administrative service and training data. Under the Results-based Accountability framework in place for service evaluation throughout the state, the Department will assist contractors to provide information about the quantity of service delivered, its consistency with Strengthening Families principles and the effect of the services. The Department requires contractor(s) to use data to ensure the quality of their

services, including identifying program challenges or barriers, identify potential best practices, and achievement of the program's goals, objectives and outcomes.

The child and family specific data for this service also will be collected using electronic, web-based applications designed for the EBPs implemented. Monitoring program outcomes and model fidelity is an important part of implementing an evidence-based service. MDRF achieves this by tracking outcomes in a secure online database called the MDFT Clinical Portal. The Portal tracks model fidelity through various measures, including the type, length, and frequency of therapy and supervision sessions, as well as the certification progress of clinicians. The Portal also tracks client improvements from intake to discharge across dozens of treatment measures. Data from these systems will be summarized in semi-annual reports to the Department and the contracted providers, or upon request, as part of continuous quality improvement.

Contracted providers will be submitting to the Department additional client and family level data through DCF's Provider Information Exchange (PIE) or other Department sponsored application. If applicable, the contractor will receive training regarding the use of the data collection system. For more information regarding PIE, go to the DCF website as follows: <https://portal.ct.gov/DCF/ORE/PIE>.

#### **D. COST PROPOSAL COMPONENT**

##### **1. Financial Requirements (5 points)**

Proposers must submit cover letters from their auditor for the last 3 annual audits of their agency and a copy of their most recent financial audit, included in Section H of the proposal. If less than 3 audits were conducted, detail must be provided as to why, and any supporting documentation assuring the financial efficacy of the applicant agency should be included (i.e. an accountant prepared financial statement, a tax return, etc.).

If the 3 most recent audits are available via the Office of Policy and Management's EARS system, such may be noted in the proposal, and cover letters from the audit need not be included in the proposal.

##### **2. Budget Requirements (10 points)**

Using the Consolidated Budget Form identified in the RFP, prepare an annualized program budget for 1 year using the state FY2019. Use the Budget Narrative to clarify and provide backup detail for proposed expenditures, in-kind contributions, and client incentives. The Budget and Budget Narrative should clearly relate to the program outcomes.

Startup costs in addition to Year 1 operating costs are not allowable under this procurement. Based on hiring and implementation dates, the Department will allow applicants to propose reasonable (non-capital) start-up expenditures using Year 1 funding provided that the implementation of services is not unduly delayed.

The final prepared budget must include all sources of proposed funding, to include all 3<sup>rd</sup> Party Revenue, non-DCF funding, private insurance reimbursement and any other funding the applicant anticipates receiving.

To access the Consolidated Budget Form, please go to:

[http://www.ct.gov/dcf/lib/dcf/contract\\_management/xls/dcf\\_rfp\\_budget.xls](http://www.ct.gov/dcf/lib/dcf/contract_management/xls/dcf_rfp_budget.xls).

Startup costs in addition to Year 1 operating costs are not allowable under this procurement. Based on hiring and implementation dates, the Department will allow applicants to propose reasonable (non-capital) start-up expenditures using Year 1 funding provided that the implementation of services is not unduly delayed.

## IV. PROPOSAL OUTLINE

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<b>2. Budget and Budget Narrative</b> . . . . .	
To access the Consolidated Budget Form, please go to: <a href="http://www.ct.gov/dcf/lib/dcf/contract_management/xls/dcf_rfp_budget.xls">http://www.ct.gov/dcf/lib/dcf/contract_management/xls/dcf_rfp_budget.xls</a> .	
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**3. Form #3 CHRO Contract Compliance Package, Parts I-III . . . . .**

The CHRO Package should be accessed from the DCF Internet site  
[http://www.ct.gov/dcf/LIB/dcf/contract\\_management/pdf/Bidders\\_CHRO\\_Compliance\\_Package.pdf](http://www.ct.gov/dcf/LIB/dcf/contract_management/pdf/Bidders_CHRO_Compliance_Package.pdf)

**4. Form #4 Clinical Licensure . . . . .**

**5. Financial Profile (if required) . . . . .**

**6. Budget & Narrative . . . . .**

**V. ATTACHMENTS**

**I. Attachment #1: Letter of Intent**

To be completed and submitted to the Official Agency Contact for this procurement by the due date delineated in this RFP.

**II. Attachment #2: Proposal Cover Sheet**

To be utilized as Page 1 of all proposals (as indicated in Section IV.A of this RFP).

**III. Attachment #3: Gift & Campaign Contribution Certification**

To be completed and submitted with all proposals (as indicated in Section IV.H (1) of this RFP).

**IV. Attachment #4: Consulting Affidavit**

To be completed and submitted with all proposals (as indicated in Section IV.H (2) of this RFP).

**V. Attachment #5: MDFT Scope of Services**

**Attachment #1**

# LETTER OF INTENT

(MANDATORY NON-BINDING)

Date: \_\_\_\_\_

Our agency is planning to apply for funding in response to the RFP entitled *SAFE Family Recovery* to serve the following DCF region:

REGION 1

Bridgeport, Norwalk

REGION 2

New Haven, Milford

REGION 3

Middletown, Norwich, Willimantic

REGION 4

Hartford, Manchester

REGION 5

Waterbury, Danbury, Torrington

REGION 6

New Britain, Meriden

AGENCY NAME:
FEIN:
AGENCY ADDRESS: (street, city ,state, zip)
AGENCY CONTACT:
POSITION/TITLE:
TELEPHONE NUMBER:
FAX NUMBER:
EMAIL ADDRESS:

Mandatory Letter of Intent must be received by **3:00 p.m.** on **September 14, 2018** to **Stacie Albert**.

**Attachment #2**

PROPOSAL COVER SHEET

SAFE Family Recovery  
Request for Proposals

Name of Agency: \_\_\_\_\_

Address \_\_\_\_\_

Application  
Contact Person: \_\_\_\_\_

Contact Person  
Phone & Fax: \_\_\_\_\_

Contact Person  
Email Address: \_\_\_\_\_

*This application must be signed by the applicant's executive director or other individual with executive oversight for agency services delivered in Connecticut*

By submitting this application, I attest that all the information included within the application is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_ Title: \_\_\_\_\_

**Attachment #3**



## STATE OF CONNECTICUT GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

*Written or electronic certification to accompany a State contract with a value of \$50,000 or more in a calendar or fiscal year, pursuant to 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; and C.G.S. §9-612(g)(2)*

### INSTRUCTIONS:

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any lawful campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of initial contract execution and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or proposal for a contract, whichever is earlier. Such person shall also submit an accurate, updated certification not later than fourteen days after the twelve-month anniversary of the most recently filed certification or updated certification.

**CHECK ONE:**     Initial Certification     12 Month Anniversary Update (Multi-year contracts only.)  
                           Updated Certification because of change of information contained in the most recently filed certification or twelve-month anniversary update.

### GIFT CERTIFICATION:

As used in this certification, the following terms have the meaning set forth below:

- 1) "Contract" means that contract between the State of Connecticut (and/or one or more of its agencies or instrumentalities) and the Contractor, attached hereto, or as otherwise described by the awarding State agency below;
- 2) If this is an Initial Certification, "Execution Date" means the date the Contract is fully executed by, and becomes effective between, the parties; if this is a twelve-month anniversary update, "Execution Date" means the date this certification is signed by the Contractor;
- 3) "Contractor" means the person, firm or corporation named as the contractor below;
- 4) "Applicable Public Official or State Employee" means any public official or state employee described in C.G.S. §4-252(c)(1)(i) or (ii);
- 5) "Gift" has the same meaning given that term in C.G.S. § 4-250(1);
- 6) "Principals or Key Personnel" means and refers to those principals and key personnel of the Contractor, and its or their agents, as described in C.G.S. §§ 4-250(5) and 4-252(c)(1)(B) and (C).

I, the undersigned, am a Principal or Key Personnel of the person, firm or corporation authorized to execute this certification on behalf of the Contractor. I hereby certify that, no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person firm or corporation who participate substantially in preparing bids, proposals or negotiating state contracts or (C) any agent of such, firm, corporation, or principals or key personnel who participates substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or state employee of the state agency or quasi-public agency soliciting bids or proposals for state contracts who participates substantially in the preparation of bid solicitations or request for proposals for state contracts or the negotiation or award of state contracts or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency.

I further certify that no Principals or Key Personnel know of any action by the Contractor to circumvent (or which would result in the circumvention of) the above certification regarding **Gifts** by providing for any other Principals, Key Personnel, officials, or employees of the Contractor, or its or their agents, to make a **Gift** to any Applicable Public Official or State Employee. I further certify that the Contractor made the bid or proposal for the Contract without fraud or collusion with any person.

### CAMPAIGN CONTRIBUTION CERTIFICATION:



I further certify that, on or after December 31, 2006, neither the Contractor nor any of its principals, as defined in C.G.S. § 9-612(g)(1), has made any **campaign contributions** to, or solicited any contributions on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support, any candidate for statewide public office, in violation of C.G.S. § 9-612(g)(2)(A). I further certify that **all lawful campaign contributions** that have been made on or after December 31, 2006 by the Contractor or any of its principals, as defined in C.G.S. § 9-612(g)(1), to, or solicited on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support any candidates for statewide public office or the General Assembly, are listed below:

**Lawful Campaign Contributions to Candidates for Statewide Public Office:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

**Lawful Campaign Contributions to Candidates for the General Assembly:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

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

\_\_\_\_\_  
Printed Contractor Name

\_\_\_\_\_  
**Printed Name of Authorized Official**

\_\_\_\_\_  
**Signature of Authorized Official**

**Subscribed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
**Commissioner of the Superior Court (or Notary Public)**  
**Attachment #4**



## STATE OF CONNECTICUT CONSULTING AGREEMENT AFFIDAVIT

*Affidavit to accompany a bid or proposal 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). For sole source or no bid contracts the form is submitted at time of contract execution.*

### 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 contractor 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 contractor 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 there is any change in the information contained in the most recently filed affidavit not later than (i) thirty days after the effective date of any such change or (ii) upon the submittal of any new bid or proposal, whichever is earlier.

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

I, the undersigned, hereby swear that I am a principal or key personnel of the bidder or contractor awarded a contract, as described in Connecticut General Statutes § 4a-81(b), 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 Contractor **Signature of Principal or Key Personnel** **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**

## A. DESCRIPTION AND CONTRACT CAPACITY

### 1. Service Description

**Multidimensional Family Therapy (MDFT)** is an evidence-based model based upon 30 years of research. The principle treatment objectives of MDFT are to eliminate the adolescent's substance use, crime, delinquency, and to improve mental health, school, and family functioning. MDFT improves the adolescent's coping, problem-solving, and decision-making skills, and enhances family functioning, a critical ingredient in positive youth development.

### 2. Contract Capacity

The Contractor will provide a total of \_\_\_ slots and an annual minimum of \_\_\_ children and their families.

### 3. Third Party Reimbursement

- a. The Contractor is required to enroll as a Medicaid provider with the Department of Social Services and to seek to negotiate a reimbursement rate from third party commercial payers for services offered through this contract.
- b. The Contractor is expected to bill for third party payment for participants covered by any government or private insurance program.
- c. No family will be refused services based on ability to pay and/or insurance coverage.

## B. SERVICE DELIVERY EXPECTATIONS

### 1. Target Population

The child or adolescent and his/her family will meet the following admission criteria:

- a. Be between the ages of 9 -18 years;
- b. Have at least one parent/guardian, or parental figure able to participate in treatment (Note that the parent/guardian can be another family member or adult. They may not always reside together, but the parental figure is a person of significant influence in the youth's life);
- c. Not actively suicidal (ideation and plan) which requires immediate stabilization; and
- d. Not suffering from a psychotic disorder (unless it is temporary and due to drug use).

### 2. Referral Process

- a. The Contractor will be available to accept referrals Monday-Friday, 52 weeks per year at least but not limited to the hours of 9:00 a.m. and 4:00 p.m. The specific referral process, involving the identified DCF Gatekeeper/Liaison of the contract will be as follows:
  - i. If the Region has a MDFT gatekeeper, referrals from the Department for MDFT will come through him/her.
  - ii. If there is a DCF gatekeeper, requests for services will be sent to the DCF gatekeeper/liaison and reviewed weekly with the MDFT supervisor for triaging when a child is accepted for services.
  - iii. An initial intake interview will be conducted with the child and family **within 48 business hours** of the referral.
  - iv. For all referrals, the child must meet the current MDFT criteria, as set by the model developer.
- b. The **wait list** for this service will be addressed through the following process:
  - i. The waiting list will be jointly held and monitored by DCF and the provider.
  - ii. Reports on open slots will be sent to the appropriate DCF Regional / Area offices, to MDFT QA provider, and to other referral sources as required.

### 3. Service Management

The Contractor will attend the quarterly MDFT provider administrative meetings and other meetings with DCF, as required.

#### 4. Length of Service

Length of service ranges from 4 – 6 months, with **an average of 5 months per episode** and should be based on the clinical needs of the child and family.

#### 5. Operating Hours

The Contractor will offer MDFT services, congruent with the model, but minimally from 9:00 am to 8:00 pm, Monday through Friday. Weekend hours must be provided when clinically-indicated according to the model.

Location	Hours of Operation

#### 6. Crisis Coverage

MDFT services will be available 52 weeks per year. Twenty-four (24) hour coverage for **crisis coverage** during holidays and or weekends will be available for MDFT clients and provided by the MDFT team's clinical staff.

#### 7. Evaluation and Assessment Services

All clients referred for MDFT services will receive a comprehensive evaluation, which will result in the formulation of a DSM V diagnosis and an individualized treatment plan.

A licensed or license-eligible clinical professional will conduct the assessment.

As part of the initial assessment of **clients 12 years and older**, the Contractor will use the Global Appraisal of Individual Needs - Q3 (GAIN-Q3) for each adolescent at the start of services, submit the data to the web-based system, and use the resulting reports to inform treatment planning. The Contractor will use the GAIN-Q3 at the time of discharge, submit the data to the web-based system, and use the resulting reports to inform discharge planning. The GAIN-Q3 must be conducted by a staff member who is trained in GAIN-Q3 administration following a DCF-approved process.

#### 8. Staffing Model

The contractor will have \_\_\_ MDFT teams consisting of the following staffing:

<i>Staff Position</i>	<i>Full Time Equivalent (FTE)</i>
Therapists	4 FTE
Therapist Assistant	2 FTE
Clinical Supervisor	1 FTE
Psychiatrist / APRN	__ hours / week based upon caseload needs

- a. The MDFT Clinical Supervisor will be a licensed individual with a minimum of a master's degree in a counseling-related field and has no less than three (3) years of experience in the delivery of adolescent and family clinical services. The MDFT Supervisor will direct and supervise professional and administrative activities of the therapists and therapist assistants according to the MDFT model. This includes ten (10) hours of clinical supervision for each MDFT team. The Clinical Supervisor will also collect and maintain client and program information to meet DCF and MDFT reporting and evaluation requirements. He/she will be responsible for intake and case assignment and maintaining staff schedules; will provide emergency coverage for the therapists as needed; and do other tasks, as dictated by the MDFT model.
- b. MDFT clinicians will be Master's level behavioral health professionals who are either licensed or are actively working to meet the work experience and supervision requirements for licensure. Candidates with a MSW

must have passed their LMSW exam before hiring. Therapists provide in-home intensive treatment services to families including but not limited to: crisis intervention, parent guidance and education, individual / parent / family therapy; concrete services, advocacy and linkage to other services. Therapists will also assume responsibility for coordinating the provision of services by other community professionals. Therapists will work a flexible schedule in order to accommodate individual family needs, schedules and in order to respond to a crisis situation.

- c. MDFT therapist assistants (case managers) must be a bachelor's prepared professional with previous experience working with families. Therapist assistants must be able to establish a trusting supportive relationship with family members through direct contact in the context of home visits, phone contacts and assistance in times of crisis. These services can include but are not limited to accompanying parents to appointments as needed, work as part of the treatment teams with the assigned clinician, and interact with other service providers as appropriate. The therapist assistants will work under the supervision of the Clinical Supervisor.
- d. The Contractor will provide psychiatric coverage for evaluations and medication consultation, using a part-time psychiatrist or APRN (under the supervision of a psychiatrist), as needed for MDFT child/adolescent clients.
- e. The Contractor will contact the agency's MDFT QA Trainer, allowing him/her to participate in the interview process and hiring decisions for all new hires on the team.

## 9. Treatment Approach

- a. The Contractor will offer flexible, strength-based interventions for children and their families. The majority of services are to be offered in the client's home, in community agencies, schools and other natural settings. To ensure an orderly transition for children awaiting discharge from a hospital, residential treatment facility or detention center, services will be initiated while that child is in that level of care.
- b. The frequency of family contact will be 1 to 3 times a week by therapist and/or therapist assistant. The number of sessions will be dictated by the needs of the adolescent and family, but will not be less than six hours per month. Towards the end of therapy, it is expected that therapists will decrease the frequency of contact with family, which will allow for receipt of new referrals.
- c. The therapeutic orientation is based on tenets of structural and strategic family therapy coupled with a developmental and ecological emphasis to treating adolescent substance use.
- d. Therapists and/or therapist assistants must be able to administer on-site urine screens that offer immediate results.
- e. Therapists are expected to regularly video-record therapy sessions for supervisor review and to engage in live supervision (supervisor observes a clinical session as it is occurring).

## 10. Training and Certification

All staff on the team will participate in the initial MDFT training, as provided by DCF funding. All team staff will participate in the monthly or quarterly booster training, and any other scheduled training, as required by the MDFT QA.

In order to pass the MDFT therapist certification requirements of the model, all MDFT therapists and supervisors must pass a midterm and a final written examination by 6 - 9 months following their initial 2.5 – 3.5 day MDFT training. They must participate in and pass the "Intensive" trainings, which include a video review and live supervision for each trainee. They also must record individual and/or family sessions, and submit those DVDs

for review for model fidelity and clinical skill development to the MDFT QA Trainers and MDFT International, Inc., as required. Supervisors working on their MDFT therapist certification must have 1-2 cases during this process.

Each supervisor must also become a certified MDFT supervisor. The training and certification is provided by MDFT International, Inc., and is similar to that of the therapist certification, but focuses on the supervision process instead.

Every year, all MDFT certified therapists and supervisors must re-certify by following the ongoing quality assurance for programs process, as outlined in the Guide for MDFT Implementation and Sustainability manual.

Other training include the specialized training, coaching and booster sessions held for MDFT special topics, boosters for supervisors and therapists, and training for the CT MDFT Trainers.

## **11. Supervision**

The Contractor will ensure that a licensed individual with a minimum of a master's degree in a counseling-related field and no less than three (3) years of experience in delivery of adolescent and family clinical services will be available for consultation and/or supervision to the MDFT staff. The Contractor will ensure that Clinical Supervisor conducts the following minimum activities according to the MDFT model:

- a. weekly case conference with all therapists at one time where supervisor provides consultation on at least one case per therapist;
- b. weekly individual supervision with each therapist;
- c. monthly live supervision (supervisor observes an actual clinical session);
- d. DVD review as required by the model developers.

Supervisors will also agree to adhere to certification, quality assurance and training protocol for supervisors and therapists as stipulated by DCF and the MDFT model developers.

## **C. DATA REPORTING, CONTRACT COMPLIANCE, AND OUTCOME MEASURES**

### **1. Data Reporting**

- a. The Contractor will submit to the Department of Children and Families the required reports necessary for monitoring and evaluation.
- b. The Contractor will submit individual, client level data to the Department's Provider Information Exchange (PIE), or other system as required by the Department. The Contractor will ensure that the data submitted under PIE, or other system, is in conformance with the applicable data specifications and pick lists. Furthermore, the data must use the conventions and logic as determined by the Department to ensure accurate, unduplicated client counts. This data will, as set forth by DCF, be sent to the Department and/or the Department's designated vendor(s) at an interval specified by DCF.
- c. The Contractor will submit MDFT reports to MDFT QA Program Director and the agency's MDFT Trainer, such as weekly supervision logs and any other required reports.
- d. The Contractor will submit data to MDFT International, Inc. to the MDFT Portal consistent with the requirements of the MDFT quality assurance process.

### **2. Outcome Measures**

The Contractor will work to ensure the following outcomes:

- a. the percent of families who have completed all or most of their treatment goals at the time of discharge - (MDFT Standard: 70% of clients children/youth and family);
- b. the number of families served - (MDFT Standard: 90% of the annual census goal);

- c. the percent of children/youth who are substance free for the last thirty days of treatment, as noted at discharge-  
(MDFT Standard: 80% of the children/youth served);
- d. the percent of children/youth with a documented use history, with reduction of substance abuse at discharge  
(MDFT Standard: 80% of the children/youth who have a documented use history)
- e. the percent of children/youth with no new arrests during the course of services, as noted at discharge -  
(MDFT Standard: 75% of the children/youth);
- f. the percent of children/youth who will have maintained or increased school or vocational attendance at the time of discharge -  
(MDFT Standard: 75% of the children/youth)
- g. the percent of children/youth living at home at the time of discharge -  
(MDFT Standard: 80% of the children/youth);
- h. the percent of the team's therapists and supervisor who become MDFT certified therapists or supervisor within 6-9 months of receiving the initial MDFT training or MDFT supervisor training -  
(MDFT Standard: 80% of the team's therapists and supervisor).