

**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 **Fatherhood Engagement Services (FES)**.

The intent of this request is to expand the breadth and array of fatherhood services, resources, and supports to fathers of DCF-involved children in order to promote the positive involvement and interactions of fathers with their children by providing them with the skills and supports they need to be fully involved in their children's lives.

Through this procurement, the Department is seeking to establish six (6) FES Teams, one (1) within each DCF Region, and to integrate those Teams into the community and DCF Area Offices to expand and compliment FES services already being performed by Department staff and to educate Department staff on the importance of father engagement and the positive impact of such engagement on their children's lives. The Department is also seeking to establish one (1) contract designated to working with incarcerated fathers of DCF-involved children, who are nearing their release date from prison and will be re-entering the community.

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 26, 2018**.

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## I. GENERAL INFORMATION

### A. INTRODUCTION

1. **RFP Name or Number.** RFP #190831006 / Fatherhood Engagement Services (FES)
2. **Summary.** The purpose of this request is to procure six (6) FES teams and one (1) provider dedicated to services for incarcerated fathers, to provide an array of fatherhood services, resources, and supports designed to promote the positive involvement and interactions of fathers with their children by providing fathers with the skills and supports they need to be fully involved in their children's lives.
3. **Synopsis.** The Department envisions establishing one (1) FES Team per Region and one (1) statewide provider for services to incarcerated fathers whose children are DCF-involved. Each Regional Team will be expected to serve all Area Offices within their awarded Region. Annual funding breakdown is anticipated to be as follows:

Region	Area Offices	Annual Funding
Region 1	Bridgeport, Norwalk	\$ 84,000
Region 2	New Haven, Milford	\$113,000
Region 3	Norwich, Willimantic, Middletown	\$192,000
Region 4	Hartford, Manchester	\$181,000
Region 5	Waterbury, Torrington, Danbury	\$198,000
Region 6	New Britain, Meriden	\$114,000
CTDOC Program	Statewide	\$120,000
<b>TOTAL</b>		<b>\$1,000,000</b>

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

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

### B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

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)
DMHAS	Department of Mental Health and Addiction Services
FOIA	Freedom of Information Act (CT)
FTE	Full Time Equivalent
FY	State Fiscal Year (July 1-June 30)
IRS	Internal Revenue Service (US)
LOI	Letter of Intent
NIMH	National Institute of Mental Health
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)
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: **\$1,000,000**
- Number of Awards: **7**
- Per Contract Funding: See Synopsis (Section I.A.3)
- Contract Term: 1-5 Years, at the discretion of the Department

- 4. Eligibility.** Applications will only be accepted from private non-profit organization in good standing with the State of Connecticut. A current investigation of Medicaid fraud or a judgment involving Medicaid fraud within the past five (5) years excludes a contractor from participation. Proposals from applicants who appear on the United States General Services Administration Excluded Parties List or the State Debarred Contractors List will not be considered. 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 possess a current, valid Connecticut Business License, and must provide proof of such with submission of the proposal;
  - The agency must be a no-profit organization, and must provide proof of such with submission of the proposal;
  - The agency must not have had an investigation of Medicaid fraud or a judgment involving Medicaid fraud within the past five (5) years;
  - The agency must not appear on the United States General Services Administration Excluded Parties List or the State Debarred Contractors List;
  - Staff assigned to the program must be able to successful pass DCF and State child and criminal background checks;
- 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: **January 1, 2018**
  - RFP Released: **August 31, 2018**
  - RFP Conference: **1:00 PM / September 13, 2018**
  - Deadline for Questions: **3:00 PM / September 18, 2018**
  - Answers Released: **September 21, 2018**
  - Letter of Intent Due: **3:00 PM / October 12, 2018**
  - Proposals Due: **3:00 PM / October 26, 2018**
  - (\*) Proposer Selection: **November 9, 2018**
  - (\*) Start of Contract Negotiations: **November 15, 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: **September 13, 2018**
- Time/Location: **1:00 PM / CT Alliance of Foster & Adoptive Families  
2189 Silas Deane Highway / Rocky Hill, CT 06067**  
*\* 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 26, 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 #190907006 / FES Program 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. Additionally, the Department is requiring a separate proposal for any applicant proposing to serve the incarcerated father population under the care, supervision and/or custody of the Commissioner of Correction.
- 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: 20 Single-Sided (10 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 9 points
- Data and Technology 5 points
- Financial Profile 3 points
- Budget and Budget Narrative 10 points
- Appendices 3 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

##### 1. Department’s Philosophy

While not unique to CT, meaningful engagement by DCF of fathers has historically tended to occur to a lesser degree than that for mothers. The important role that fathers play in their child(ren)’s life(s) is proven. Research shows that when fathers have a role in caregiving, children achieve better outcomes and enjoy a better quality of life than children who lack a father’s positive involvement. Despite this research, dads are sometimes invisible to family-serving programs and institutions, and their potential positive contributions, as well as their own support needs, may be overlooked.

DCF firmly believes that it is critical to children’s healthy development and wellbeing for them to be emotionally connected to both mothers and fathers, and continued prioritization of parental engagement, inclusive of fathers, is essential to improving outcomes for children. Currently, DCF has a variety of initiatives aimed at promoting and improving fatherhood engagement: each DCF region houses a Fatherhood Engagement Leadership Team (FELT) that focuses on advancing DCF’s and Providers’ father

engagement efforts; systematic continuous coaching by DCF Supervisors- promoting courageous conversations regarding fatherhood engagement and the possible barriers DCF social workers may be experiencing; webinars for staff devoted to fatherhood engagement; and the operation of "prison tours" for staff that seek to strengthen partnerships between DCF and the Connecticut Department of Correction. DCF is also engaged to some degree with community providers to enhance fatherhood engagement through operation of contracts with fee for service providers who provide mentoring and coaching to fathers, a parenting program specifically for fathers, intimate partner groups that target fathers, and one contract which utilizes the 24/7 Dad® curriculum, focusing on the five characteristics of a "24/7 Dad": self-awareness, caring for self, fathering skills, parenting skills, and relationship skills. DCF also partners with the CT Department of Social Services which operates the John S. Martinez Fatherhood Initiative of Connecticut (CFI), a program that is focused on changing the state systems that can improve fathers' ability to be fully and positively involved in the lives of their children, and includes statewide representation from key stakeholders, including the Department of Correction.

Although DCF has been committed to fatherhood engagement, recent data reveals that additional focus and attention is needed. DCF's Office of Research Evaluation conducted a qualitative review of a random sample of 240 cases (40 per Region) that transferred from Intake to Ongoing Services in 2016 and 2017. Within this, a review was conducted of 812 reports which included both the Investigation and Family Response System (FAR) tracks. There were 104 (13.0%) reports in which concerted efforts to engage all family/household members were not made. Of these 104, the highest percentage (28%) of individuals for whom concerted efforts to engage were not made were fathers. This included non-custodial fathers as well as those residing in the home. Further, the Department's Longer Stayer Permanency Data indicated that 38% of fathers had no visitation and there was no documented rationale for the lack of visitation.

In January 2018, in a panel discussion with DCF staff, several barriers were identified: DCF staff continue to struggle due to competing work demands; there continues to be concerns from DCF staff surrounding the benefits of engaging non-custodial parents (particularly when incarcerated), and there continues to be misconception around personal safety for the children in DCF's care. Additional challenges noted included: a decrease in FELT activities and attendance in meetings; lack of comprehensive policies and practice guides to address fatherhood work, lack of fatherhood services statewide; and maintaining momentum in terms of efforts trying to locate fathers.

A key component of this initiative is the engagement of incarcerated fathers of DCF-involved children. On a national level, approximately 15-20% of children entering a child welfare system have an incarcerated parent, with a recent study showing that children with an incarcerated parent are three (3) times more likely to become incarcerated themselves. Within the State of Connecticut, recent estimations show that 5% of children within the State experience the incarceration of a parent. Additionally, the impact and stressors placed on a child as a result of this incarceration, and a loss of relationship with their father as a result of his incarceration, are systemic and far-reaching. To this end, DCF, with commitment from the Department of Correction, is committed to implementing a service model to strengthen the relationships between children in its care and their fathers who are incarcerated.

DCF, through this procurement, is prioritizing efforts to improve fatherhood engagement that will have a cross impact and cascading benefit on both permanency and recurrent maltreatment of DCF children. DCF seeks to engage qualified contractors to assist DCF in achieving better outcomes related to father engagement through the implementation of support, guidance, education, and mentoring for fathers whose children are involved with DCF.

## **2. Department's Vision**

The Department envisions that each Regional FES Team will provide an evidence-based group-setting program within each Area Office. Each Team will be expected to serve each Area Office independently. The Department will require that each FES Team utilize the 24/7 Dad® curriculum for the group portion of the service model. In addition to group services, the Department envisions a case management component that will provide fathers with individualized, targeted services designed to strengthen their relationships with their children, engage them in DCF care plans and treatment goals and assist them with general life skills necessary to become an effective, positive influence on their children's lives.

Additionally, the Department envisions that the CTDOC Team will work with DCF staff to identify incarcerated fathers with DCF-involved children, who are nearing their release date, and will engage such fathers prior to their release. This engagement could involve the design of a brief program to begin to prepare fathers for reunification with their children, and may include limited interaction between the father and his child. It should be noted that the CTDOC Team will be expected to travel to any and all CTDOC facilities with the exception of York Correctional Institution, as fathers may be incarcerated anywhere in the State. Given this dynamic, the program design for this component should not rely heavily on group treatment, nor should it be dependent on face to face interaction between father and child. Instead, activities to prepare the father for reunification, long-distance interaction with the father's children and preparation for the activities that the father will be expected to undertake upon release should be the provider's primary focus.

The Department envisions the CTDOC Team to act as a liaison between the incarcerated father, DCF and the Regional FES Team. It is the Department's vision that upon release from incarceration, the father will be linked to the Area Office responsible for his child's case and will begin services through the FES Team in that Office. As such, the CTDOC Team provider will need to be well versed in prison reintegration and re-entry barriers, obstacles and initiatives designed to overcome such and should have a highly developed working relationship with current CTDOC contracted community providers (for those offenders releasing to a period of community supervision).

Although this service model builds on current Department activities related to fatherhood engagement, it is newly designed and more expansive than anything the Department has undertaken previously. Because of this, the Department's vision delineated herein and below is not prescriptive. Instead, the Department is requesting, where indicated below, that applicant's be innovative in responding to their approach to the components the Department is requesting.

## ■ 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. Describe how your agency's philosophy, values and vision ensure emerging adults receive and are connected to appropriate prevention/intervention and support services. Include examples of how your agency supports fathers within the region that you expect to serve. Proposals should address the following areas:

- Engaging hard to reach fathers;
- Existing connections to regional office FELT teams;
- Experience with efforts to raise community awareness regarding fatherhood engagement;
- Implementing and operating evidenced based programs;
- Implementing father focused education programs;
- Managing programs that promote father engagement;
- Ensuring that your agency is a learning organization; and
- Operating data driven and outcome focused programs as evidenced by quality data collection and analysis

The Contractor should have a strong history of collaborating with DCF (and CTDOC for those applicants applying to be the designated CTDOC Team) and with key funders and decision makers, and working with influential boards within their communities. In order to support an increase in family strength, resilience and the ability to manage family disruptions and risks, proposals should demonstrate the applicant's ability to work in collaboration and in an integrated fashion with other providers. The Contractor will be expected to establish and use linkages to natural supports, including faith-based and community grass roots organizations and groups and informal and non-traditional resources to accomplish the goals and objectives of this approach.

Proposals should describe your agency's experience with, and capacity for private fund raising and relationships with key decision makers within the community to include:

- Other state agencies (DCF, DMHAS, DSS, DDS, DOC);
- Community providers (mental health, substance abuse, domestic violence, medical);
- Family members/extended family and family identified supports;
- Parent Advocacy groups/organizations;
- Grass roots organizations;



- Housing Authorities/supportive housing;
  - Local education, Early Child-hood programs;
  - Employment Assistance/vocational programs;
  - Transportation Services;
  - Respite/Daycare Services;
  - Basic Needs Services.
- (b) Entity Type / Years of Operation: Please provide a brief history of the agency and the proposed program. Please include detail regarding your experience providing services to children, services to families, services to DCF-involved families, services to fathers and services to a criminal justice population.
- (c) Administrative Office Location: Please provide the location of the agency's administrative offices.
- (d) Organizational Structure: Please describe the agency's organizational structure and where the FES Teams will fit within that structure. Please include a Table of Organization as Appendix 4.
- (e) Qualifications / Certification / Licensure: Please describe your agency's experience providing the kinds of services being requested through this RFP. All applicants will be required to possess a CT Business License and proof of non-profit status. Proof of such must be provided in the applicant's proposal as Appendices 5 and 6. If the agency or program being proposed holds any certifications or licensures, please detail the type and how long it has been held.
- (f) 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)**

The Department of Children & Families is committed to ensuring that its service providers deliver effective, equitable, understandable, trauma informed and respectful quality care. The services delivered must be responsive to diverse cultural health beliefs and practices, experiences of racism, preferred languages,

health literacy, and other communication needs. Applicants must demonstrate throughout all their responses, that the children and families receiving services in their program are approached, engaged and cared for in a culturally and linguistically competent manner, including but not limited to: Cultural identity, racial and/or ethnic, religious/spiritual ascription, gender, physical capability, cognitive level, sexual orientation, and linguistic needs. Within a broad construction of culture, service provision must also be tailored to age, diagnosis, developmental level, geographical and educational needs.

### 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 applicant 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 to DCF as the referral source.

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. It is the Department's expectation that initial intakes will be conducted within 3 days (FES Team) or 7 days (CTDOC Team) of receipt of the referral.

- (b) Number and Type of Clients to be Served: Detail the admission criteria of the target population of clients accepted into the program. The target population for FES services are fathers with children who are receiving services from DCF or who have been referred through the DCF FAR track for Community Support for Families (CSF) intervention and services. Fathers that are appropriate for referral to FES services can be living in the community or incarcerated with the Department of Correction (DOC). In order to qualify, one of the following must be demonstrated:

For FES Services:

- The DCF social work staff have made multiple attempts to engage the father in activities associated with the DCF case (family meetings, ACRs, court activities, etc.);
- The father is unwilling to participate in necessary DCF activities associated with the case;
- It is assessed by DCF social work staff that an advocate for the father would be beneficial to assist with service connection and provide general support and guidance

For CTDOC Services:

- All fathers must be incarcerated;
- Must be within 2 months of release;
- Must have a DCF-involved child(ren)

The Department expects each Team to serve an unduplicated annual minimum number of fathers. Proposals should include detail on how many unduplicated fathers the applicant can reasonably serve within the required staffing model.

- (c) Date of Program Availability: Programs should be available by **December 1, 2018**. 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 Teams. The Department expects that group service provision will be conducted in the same municipality as the Area Office;
- 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: Provide the average length of stay needed for client's completion of the program. The Department envisions services to last for approximately six (6) months. Each full time FES Specialist will be expected to carry a caseload of twelve (12) fathers at a time and conduct a

minimum of (1) face to face visit per week. Based on the unique needs of each father, it may be necessary to increase the amount and frequency of contacts per week.

*\* Applicants for the CTDOC Team are free to propose a separate structure for caseload.*

- (e) **Hours of Operation:** Proposals must identify the hours of operation for the proposed program. The Department will expect Teams to work a flexible schedule in order to accommodate the father's needs and schedule and to respond to crisis situations and to be available to participants 24 hours a day, seven days a week, 52 weeks per year, including weekend and holidays, by direct calling or on-call rotations.

*\* The CTDOC Team will not be expected to be available 24 hours per day, but proposals should detail a flexible schedule including night and weekend hours to accommodate CTDOC's facility operational needs.*

- (f) **Treatment/Service Components:** Proposals must describe services offered to clients 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 Department envisions the following, although applicants should feel free to expand on the service model proposed below:**

- **Needs Assessment:** A needs assessment/inventory for each father enrolled in services should be proposed. Such assessment should minimally address the following areas: basic needs, behavioral health needs, parent/child relationship, mother/father relationship, barriers to visitation (if applicable), parenting capacity, domestic violence, substance use and paternal relative support;

*\* Proposals for the CTDOC Team should describe an assessment process inclusive of identification of fathers with a readiness for child engagement as well as assessment of the father's current level of involvement with the child(ren).*

- **Group Services (FES Teams Only):** While the other components of this model design are fluid, the Department will firmly expect each FES Team to implement group services in each Area Office using the 24/7 Dad® curriculum. Applicants should identify how many groups will be run in each office and how often, although dependent on need, the Department will expect at least one (1) group running in each office on an on-going basis;

*\* Applicants for the CTDOC Team should feel free to propose any initiatives that they believe could serve to strengthen or begin the reunification process between the father and his child(ren). Such initiatives should not rely heavily on the premise that all enrolled fathers will be incarcerated at the same correctional facility (no group minimums) and should not require significant deviations from normal facility operations (cancellation of normal visitation to provide group activities), but should be innovative in the use of long-distance activities that will begin to strengthen or form the father's bond with his child(ren).*

- **Case Management Plan:** An individualized case management plan should be developed based on results from the needs assessment for each father enrolled in services;

- **Case Management:** The Department envisions the case management component of the program to include the following:

- Assistance to fathers with achieving basic needs (housing, employment, supplies, etc.) and should include the ability to make referrals with/on behalf of fathers to needed resources and services in the community;
- Individual and weekly ongoing support and guidance as it relates to assessed needs;
- Attendance with and support of fathers in meetings with DCF social work staff and at DCF required meetings as needed;
- Attendance with and support of fathers at court hearings as applicable;

- Assistance to fathers in connecting to (as applicable): behavioral health services, substance use services, domestic violence services, etc;
- Assistance in improving parenting capacity and skill development through teaching, coaching, modeling, and supporting fathers;
- Provision of crisis response support services to fathers as needed;
- Assistance and support to fathers in building and utilizing natural supports with extended family and non-familial community members;

\* Proposals for the CTDOC Team should include a plan for how the Team will interact with DCF Area Offices and staff as well as the FES Team providers, to include coordination of care once the offender is released.

- **Practice Guide Development:** All providers will be expected to participate in the development of a Fatherhood and Non-Custodian Parent Practice Guide that contains standards and guidelines to support consistent quality social work practice in this arena;
- **DCF Staff Development:** All providers will be expected to assist the Department through participation in the development of skill enhancement and coaching for DCF staff that addresses concerns, anxieties, and values issues that some staff may have related to father engagement;
- **Father Focus Groups:** All providers will be expected to participate in the development of surveys and focus groups that will inform the success of fatherhood engagement strategies and related adaptive changes at the 3 months, 6 months, and 1 year intervals;
- **FES Curriculum Development:** All providers will be expected to participate in the development of a curriculum for juvenile courts and attorneys around best practices related to fatherhood engagement in child welfare matters; and
- **Father Initiative Project:** All providers will be expected to participate in the CT Department of Social Services (DSS) initiative which oversees CT's statewide Father Initiative project.

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

Applicants are to use the staffing model delineated herein. This staffing model will be the required staffing structure for all contracts implemented as a result of this RFP.

Area to Be Served	Approximate Case-Carrying Staff
Region 1: Bridgeport, Norwalk	1.5 FTE
Region 2: New Haven, Milford	2.0 FTE
Region 3: Norwich, Willimantic, Middletown	2.5 FTE
Region 4: Hartford, Manchester	2.5 FTE
Region 5: Waterbury, Torrington, Danbury	2.5 FTE
Region 6: New Britain, Meriden	2.0 FTE
Statewide DOC program	2.0 FTE

\* Note: The Department will expect, and proposals should delineate how, that the 24/7 Dad® groups be co-facilitated.

Proposals must describe the following:

(a) Staff Qualifications:

**FES Specialist:** The FES Specialist will have a Bachelor's degree in social work, psychology, counseling, or a closely related field and 3 years of previous work experience delivering services to the target population specified in this RFP. Exceptions can be made based on language requirements to meet the needs of families.

**FES Supervisor:** The FES Supervisor will have at minimum, a Masters' degree in social work, psychology, counseling, or a closely related field. The supervisor will also have 3 years supervisory experience and considerable field experience working with the population specified in this RFP

- (b) Staff Categories: 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.
- (c) Background Checks: How Providers will ensure that all employment candidates receive a criminal record and DCF abuse/neglect background check;
- (d) Staff Training: Proposals must describe current certifications in the use of the 24/7 Dad curriculum and the GAIN-Q3, as well as the applicant's plan for obtaining such certifications and trainings if they are not already possessed. Budgets submitted with each proposal may include costs associated with these items.
- (e) Staff Retention: 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 MST-EA team, 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 (9 points)**

Describe the agency's plan to collaborate and communicate with referring and social work staff at 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 (5 points)**

The Department will require awarded contractor(s) to submit child and family specific data, and administrative service 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 the Strengthening Families 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, identifying potential best practices, and achievement of the program's goals, objectives and outcomes.

The child and family specific data for this service will be collected using an electronic, web-based application. This system will either be the PIE or other Department endorsed application. The Contractor will receive training regarding the use of the data collection system. For more information regarding Provider Information Exchange (PIE), click on the link below: <http://www.portal.ct.gov/DCF/Office-For-Research--Evaluation/Programs--Services-Data-Collection-and-Reporting-System/Provider-Information-Exchange-PIE>

The data to be collected includes, but is not limited to the following:

- Demographic Information (e.g., name, date of birth, gender, race, ethnicity, referral source, and living situation/address, length of service, reason for discharge).
- Service Plan (e.g. risk and protective factors, safety plan, behaviors of the child, services, goals of the family as determined in the CR-CFTM and Permanency Teaming meetings).
- Additional data elements will be determined prior to the execution of the contract.

#### Performance Measures:

The Department of Children and Families is committed to a Results Based Accountability framework which will provide a shared approach for the monitoring of outcomes, in addition to the use of evidence-based instruments to measure progress. The Department envisions a range of performance measures for children and families receiving services through this RFP including, but not limited to the following:

- # of participants enrolled;
- # of completed assessments;
- # of fathers attending individual sessions;
- # of fathers attending group sessions;
- % of enrolled participants from DCF referrals made;
- % of participants that are enrolled in FES services and visiting with their child(ren);
- % of participants that are enrolled in FES services and attending DCF meetings;
- % of participants that are enrolled in FES services and have reported an improvement in their relationship with DCF; and
- % of participants that are enrolled in FES services and have been approved as a placement resource for their children.

Describe your agency's prior success in achieving these outcomes, and systems for monitoring and evaluating services including efforts at incorporating best practices, gathering, aggregating and reviewing client specific and program data and efforts to improve practice based on that data review. Identify the resources your agency dedicates to quality improvement, including FTE's and program evaluation efforts.

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

##### **1. Financial Requirements (3 points)**

Proposers must submit cover letters from their auditor for the last 3 annual audits of their agency, 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.

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)

**IV. PROPOSAL OUTLINE**

	<u>Page</u>
<b>A. Cover Sheet</b> . . . . .	<b>1</b>
<b>B. Table of Contents</b> . . . . .	<b>2</b>
<b>C. Declaration of Confidential Information</b> . . . . .	<b>Etc.</b>
<b>D. Conflict of Interest - Disclosure Statement</b> . . . . .	
<b>E. Executive Summary.</b> . . . . .	
<b>F. Main Proposal</b> . . . . .	
<b>1. Organizational Profile</b> . . . . .	
a. Purpose, Mission, Philosophy . . . . .	
b. Entity Type / Years of Operation . . . . .	
c. Administrative Office Location . . . . .	
d. Organizational Structure . . . . .	
e. Qualifications / Certification / Licensure . . . . .	
f. Corrective Action . . . . .	
<b>2. Cultural &amp; Linguistically Competent Care</b> . . . . .	
a. Culturally Diverse Communities . . . . .	
b. Culturally Diverse Families . . . . .	
c. Culturally Diverse Staff . . . . .	
<b>3. Service Requirements</b> . . . . .	
a. Referral Process . . . . .	
b. Number & Type of Clients to be Served . . . . .	
c. Date of Program Availability . . . . .	
d. Length of Stay . . . . .	
e. Hours of Operation . . . . .	
f. Treatment/Service Components . . . . .	
<b>4. Staffing Requirements</b> . . . . .	
a. Staff Qualifications . . . . .	
b. Staff Categories . . . . .	
c. Background Checks . . . . .	
d. Staff Training . . . . .	
e. Staff Retention . . . . .	
<b>5. Family Partnerships &amp; Community Linkages</b> . . . . .	
<b>6. Data and Technology</b> . . . . .	
<b>G. Cost Proposal</b> . . . . .	
<b>1. Financial Profile</b> . . . . .	
<b>2. Budget and Budget Narrative</b> . . . . .	

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).

- H. Appendices . . . . .**
- 1. Form #1 Gift & Campaign Contribution Certification . . . . .**
- 2. Form #2 Consulting Affidavit . . . . .**
- 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 Table of Organization . . . . .**
- 5. Form #5 CT Business License . . . . .**
- 6. Form #6 Non-Profit Status . . . . .**
- 7. Financial Profile (if required) . . . . .**
- 8. 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).

**Attachment #1**

# LETTER OF INTENT

(MANDATORY NON-BINDING)

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

Our agency is planning to apply for funding in response to the RFP entitled *Fatherhood Engagement Services (FES)* 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

CTDOC Team

Statewide

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 **October 26, 2018** to **Stacie Albert**.

PROPOSAL COVER SHEET

*Fatherhood Engagement Services (FES)*  
Request for Proposals

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

CTDOC Team  
Statewide

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: \_\_\_\_\_



## 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