|  |
| --- |
| IV. PROPOSAL OUTLINE |

**Page**

**A. Cover Sheet . . . . . . . . 1**

**B. Table of Contents . . . . . . . 2**

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

**D. Conflict of Interest - Disclosure Statement . . . . . .**

**E. Executive Summary . . . . . . . . .**

**F. Main Proposal . . . . . . . . . .**

**1. Organizational Profile . . . . . . . . .**

1. Purpose, Mission, Vision . . . . . . . .
2. Target Population / Engagement Strategies . . . . . .
3. Capacity for Private Fundraising / Community Relationships . . . .

**2. Program Model . . . . . . . . . .**

1. Agency’s experience, practice, approach . . . . . .
2. Connection to Community . . . . . . . .
3. Location of Proposed Services . . . . . . . .
4. Approach working with Emerging Adults . . . . . . .

e. Strategies for Consumer Feedback . . . . . . .

**3. Implementation . . . . . . . . .**

1. Agency Challenges Implementing Programs . . . . . . .
2. Achievement of RFP Requirements . . . . . . .

**4. Cultural & Linguistically Competent Care . . . . . .**

1. Culturally Diverse Communities . . . . . . .
2. Culturally Diverse Families . . . . . . .
3. Culturally Diverse Staff . . . . . . . .

**5. Data and Technology . . . . . . . . .**

**6. Staffing Requirements . . . . . . . . .**

a. Staff Qualifications . . . . . . . .

b. Staff Training . . . . . . . . .

c. Staff Retention . . . . . . . . .

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

**1. Budget and Budget Narrative . . . . . . . .**

To access the Consolidated Budget Form, please go to:

<https://portal.ct.gov/DCF/Contract-Management/Home#RFPForms>

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

**1. Appendix #1 Gift & Campaign Contribution Certification . . . . .**

**2. Appendix #2 Consulting Affidavit . . . . . . ..**

**3. Appendix #3 CHRO Contract Compliance Package, Parts I-III . . . .**

The CHRO Package should be accessed from the CHRO Internet site

<https://www.ct.gov/chro/lib/chro/Notification_to_Bidders.pdf>

**4. Appendix #4 CT Business License . . . . . . .**

**5. Appendix #5 Proof of Non-Profit Status . . . . . . .**

**6. Appendix #6 Financial Profile (if required) . . . . . .**

**7. Appendix #7 Cultural Supporting Data (if required) . . . . . .**

**8. Appendix #8 Consumer Feedback Supporting Documentation . . . .**