

**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 **Transitional Supports for Emerging Adults**.

The state of CT Department of Children and Families (DCF, the Department), in collaboration with Youth Villages, is seeking applicants to expand DCF's range of community-based services for emerging adults, ages 17-21, who are transitioning from DCF care. DCF serves approximately 775 emerging adults statewide at any given time. To better meet the wide ranging needs of our emerging adults transitioning from care, DCF seeks to further improve their life outcomes in partnership with Youth Villages, a private, non-profit organization based in Tennessee, through implementation of YVLifeSet (YVLS), a program model developed by Youth Villages. DCF plans to launch two YVLifeSet sites in Connecticut and selected providers will utilize the YVLifeSet model to provide outcome focused, comprehensive case management services to emerging adults involved with the Department.

Youth Villages' overarching mission is to help children and families live successfully. Within this mission, the YVLifeSet model is designed for the emerging adult population and provides community based support to improve positive and sustainable outcomes for this population. YVLifeSet aims to assist emerging adults with: securing suitable and stable housing; completing vocational and/or educational programs; obtaining sustainable employment; developing and maintaining loving, supportive, and permanent adult relationships, and; developing the necessary life skills to successfully transition from DCF services.

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/Contract-Management/Home>

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 **May 10, 2019**.

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## I. GENERAL INFORMATION

### A. INTRODUCTION

1. **RFP Name or Number.** RFP #190315009/ **Transitional Supports for Emerging Adults.**
2. **Summary.** The purpose of this request is to procure two (2) YVLifeSet sites to utilize the YVLifeSet model to provide outcome focused, comprehensive case management services to emerging adults involved with the Department.
3. **Synopsis (Optional).** The Department is seeking to procure two (2) YVLifeSet sites through this procurement. The Department anticipates distribution of these sites throughout the State of Connecticut as follows:

DCF Region	DCF Area Offices Served	
	Site 1	Site 2
Region 1		
Region 2		
Region 3	Norwich, Willimantic, Middletown	
Region 4	Hartford, Manchester	
Region 5		
Region 6		New Britain, Meriden

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

- 2000: Community and Social Services

### B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
CBT	Cognitive Behavioral Therapy
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)
JBCSSD	Judicial Branch, Court Support Services Division
LOI	Letter of Intent
MD	Maryland
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/Contract-Management/Home>
- 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: **\$960,000**
- Number of Awards: **2**

- Per Contract Funding: **\$480,000 (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. All entities must possess a Connecticut Business License. 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 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 YVLifeSet with fidelity. The Contractor will be required to demonstrate a shared mission and understanding of the YVLifeSet program, including a commitment to family-centered and emerging adult-driven services that support permanency and self-sufficiency.
- 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: **March 15, 2019**
- RFP Conference: **9:00 AM / March 20, 2019**
- Deadline for Questions: **3:00 PM / March 25, 2019**
- Answers Released: **March 29, 2019**
- Letter of Intent Due: **3:00 PM / April 5, 2019**
- Proposals Due: **3:00 PM / May 10, 2019**
- (\*) Proposer Selection: **May 31, 2019**
- (\*) Start of Contract Negotiations: **June 7, 2019**
- (\*) Start of Contract: **June 15, 2019**

**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: **March 20, 2019**
- Time/Location: **9:00 AM / Department of Children and Families  
505 Hudson Street, Hartford, CT 06106**  
*\*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: **May 10, 2019**
- 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 #190824004 / 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. Applicants may apply for one (1) or both Sites, but must submit a separate proposal for each Site proposed. No applicant may submit more than one (1) proposal per Site or a total of more than two (2) proposals.
- 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 Binder 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 15 points
- Program Model 30 Points
- Implementation 10 points
- Cultural & Linguistically Competent Care 15 points



- Data and Technology 5 points
- Staffing Requirements 10 points
- Financial Profile 3 points
- Budget and Budget Narrative 10 points
- Appendices 2 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

It has been well established that “aging out” of the foster care system without a permanent, committed adult or family does not bode well for adolescents as they transition into adulthood. Despite national and state reforms, child welfare continues to struggle to serve certain cohorts of emerging adults who are exiting from state care. According to a 2005 study by the Chapin Hall Center for Children, approximately 200,000 emerging adults exited foster care in the United States<sup>1</sup>. Of those, almost 10% left foster care by way of emancipation or running away<sup>2</sup>; and over 10% had a permanency plan of long term foster care or Other Planned Permanent Living Arrangement (OPPLA).<sup>3</sup>

<sup>1</sup>Courtney, M., Dworsky, A., Ruth, G., Keller, T., Havlicek, J., & Bost, N. (2005). *Midwest evaluation of the adult functioning of former foster emerging adults: Outcomes at age 19*. Chicago, IL: Chapin Hall Center for Children at the University of Chicago.

<sup>2</sup> *Ibid.*

<sup>3</sup> *Ibid.*

Due to changes in Federal law with the 2014 Strengthening Families Act (P.L. 113-183), DCF is beginning to see some reductions in emerging adults with OPPLA permanency goals. With this shift in federal law, later codified in Connecticut state law<sup>4</sup>, DCF has made exceptional strides that have resulted in positive outcomes for emerging adults who transition from care. For example, 2016 data reflects the following progress for 276 emerging adults exiting DCF care:

- 87% received a high school diploma or GED at time of discharge;
- 97% reported a positive connection with an adult (excludes paid providers)<sup>5</sup>.

However, despite positive gains, of the 276 DCF emerging adults, ages 18 to 23, who were discharged in 2016:

- 57% were unemployed;
- 46% were living in unstable housing situations;
- 13% were pregnant or parenting; and
- 18% required intensive developmental or mental health services upon leaving.<sup>6</sup>

### **SCOPE OF WORK**

YVLifeSet is an outcome focused, intensive, and well researched approach with emerging adults who have been involved in the foster care and mental health systems and who are needing the necessary skills and resources to move forward to achieve their potential.

To support successful transitions into adulthood as well as create and strengthen permanent relationships, the selected contractors will provide emerging adults with comprehensive community-based support and guidance that is comprised of both case management and skill-building interventions. YVLifeSet is a voluntary program that engages both the emerging adult and their families and support systems to help ensure sustained success. The elements of success are defined by the emerging adult which could include: maintaining stable and suitable housing; participating in educational or vocational programs; finding and sustaining a job; remaining free from legal involvement; developing healthy relationships; building a strong and permanent support system; attaining mental health stability, and; developing the life skills necessary to become successful, productive citizens.

Selected contractors will have demonstrated experience working with emerging adults and a strong history of collaborating with DCF, key funders, decision makers, and working with influential boards within their communities. Selected contractors will be required to demonstrate a shared mission and understanding of the CT YVLifeSet program, including a commitment to family-centered and emerging adult-driven services that support permanency and self-sufficiency. Additionally, the contractor will be able to demonstrate experience with the delivery of evidenced based services through culturally and linguistically informed approaches to client engagement and treatment, and the operation of at least one program similar in intensity and focus to the YVLifeSet program. Selected contractors will be outcome oriented and able to measure their success with a strong data collection and reporting capacity. The contractors should also demonstrate a low staff turnover rate, a positive annual net revenue, a strong capacity for private fundraising, and no revocations of accreditation, licensure or certifications.

Contractors will be required to execute and maintain a License Agreement with Youth Villages for the duration of their contract with the Department. A copy of this License Agreement is made part of this RFP as Attachment 5.

The following link provides additional information regarding the YVLifeSet Program: [www.yvlifaset.org](http://www.yvlifaset.org)

### **Target Population and Referral**

The target population for the YVLifeSet services is emerging adults, ages 17-21, from DCF Regions 3, 4 or Region 6. Priority is for youth who are receiving DCF services for a minimum of 2 years and who do not have an approved Post-Secondary Education plan (PSE). To qualify for admission to the YVLifeSet program, emerging adults:

- have not reached desired outcomes from other DCF services provided;

<sup>4</sup> C.G.S. § 17a-111b.

<sup>5</sup> CT DCF Administrative Data from LINK – the CT statewide administered child welfare system.

<sup>6</sup> Updegrove, Nicole. “The Time to Grow: Meeting the Needs of Connecticut Emerging adults Aging Out of Foster Care.” CT Voices for Children. December 2016

- have not had a history of violence against persons, are not actively homicidal or suicidal at the time of admission, and have not been homicidal or suicidal within 30 days prior to admission;
- do not have serious mental health difficulties with a plan to transition to DMHAS; and
- can live independently.

All referrals to the YVLifeSet program will originate from a DCF regional gatekeeper via a standardized referral form. YVLifeSet Specialist staff will attempt to meet with referred participants within 72 hours.

### Length of Service

The length of YVLifeSet service is on average 7 to 9 months dependent on the needs of the emerging adults. An extension of service beyond 9 months will be determined on a case by case basis between DCF staff and the provider.

### Capacity

The annual capacity of the YVLifeSet program will be a minimum of **43** emerging adults served. The components used to arrive at capacity are: the length of the program (7-9 months); the number of YVLifeSet Specialists (4 case carrying); and the caseload size (8-10 cases). *Calculation is based on an average of an 8 month service with 4 case carrying staff with 8 cases or  $32 \times 1.33$*

### Case and Dosage of Service

Each full time YVLifeSet Specialist will carry a caseload of between 8 -10 emerging adults at a time and the YVLifeSet Specialist will conduct a minimum of 1 face to face visit per week with all participants. Additional contacts via phone and text messaging are necessary to effectively support the young person between face to face sessions. Based on the needs of the emerging adult, it may also be necessary to increase the amount and frequency of face to face contacts per week.

### Operating Hours / Crisis Response

The selected contractors will work a flexible schedule in order to accommodate the emerging adult needs and schedules and to respond to crisis situations. The Contractor will 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.

### Staffing: (the chart below refers to one YVLifeSet team configuration)

Staff Position	FTE
YVLifeSet Program Director	.25
YVLifeSet Team Supervisor	1.0
YVLifeSet Specialist	4.0

DCF plans to implement **two** YVLifeSet programs, one in DCF's Regions 3 and 4 and the other in DCF Region 6. Each site will operate one YVLifeSet team consisting of: 4 Full-time YVLifeSet Specialists, 1 Full-time Team Supervisor, and a .25 Program Director.

### Staff Qualifications

#### YVLifeSet Specialist

The YVLifeSet Specialist will have a Master's degree (preferred) or a Bachelor's degree with approved experience and a degree in social work, psychology, counseling, or a closely related field. Bachelor's level staff will have 3 years of previous work experience with delivering services to the target population specified in this RFP. The Specialist must also have experience working with difficult to reach or vulnerable emerging adults. Exceptions can also be made based on language requirements to meet the needs of emerging adults and families.

#### YVLifeSet Team Supervisor

The YVLifeSet Team Supervisor will be a licensed masters' level clinician, have supervisory experience, and have considerable field experience working with the vulnerable emerging adult population.

#### YVLifeSet Program Director

The YVLifeSet Program Manager will have a Master's degree in social work, psychology, counseling, or a closely related field and a minimum of 5 years of previous work experience with delivering services to the target population specified in this RFP, including difficult to reach or vulnerable emerging adults.



**Staff Training:**

YVLifeSet Contractors will be provided structured training to assist with engaging emerging adults in their resident communities and develop strong collaborations with other service-providers in the community. Youth Villages' partnerships team will provide training on the YVLifeSet model, treatment design and conceptualization, online clinical interventions and best practices, requirements of the specialist position and documentation. There is an initial two-week, full-time training prior to services commencing, in addition to quarterly clinical booster trainings, weekly clinical consultation, weekly team supervision, weekly individual supervision, and field supervision. In addition, the program director is expected to engage in start-up planning with the Youth Villages team upon contract award to ready for implementation. The Youth Villages partnership teams also complete program model fidelity reviews initially at six months and annually thereafter. Model fidelity is crucial for the effective operation of YVLifeSet programs and as such, a provider license agreement with Youth Villages will be required for awarded applicants.

**SERVICES**

The selected contractors will work closely with emerging adults towards successfully meeting objectives in the following life areas, including, but not limited to:

- housing;
- permanency;
- education;
- employment; and
- life-skill development.

The selected contractors will assist emerging adults who are struggling with the transition to adulthood in a number of ways. The program helps emerging adults focus on and accomplish desired outcomes to successfully achieve the transition from DCF services. In addition, the selected contractors will utilize evidenced based interventions to help emerging adults determine what matters to them, set a vision for the future, and set realistic goals and necessary steps to achieve those goals. More specifically, the YVLifeSet model focuses on:

**Intensive clinical services:** small caseloads of eight to ten participants per YVLifeSet Specialist with a minimum of one face-to-face session per week, structured to meet the individual needs of the emerging adult. The number of sessions can be increased based on the individual needs of each emerging adult. The YVLifeSet specialists are available to the emerging adults 24 hours a day, seven days a week. The YVLifeSet program also engages the emerging adult's family and support systems to help ensure a more successful transition.

- **Comprehensive and participant driven services:** the YVLifeSet Specialist and team provides support to emerging adults to achieve service plan goals such as: education, housing, permanency, and other independent living skills.
- **Permanent support system:** intensive focus on identifying life-long connections with caring adults. The YVLifeSet Specialists assist emerging adults in developing the interpersonal skills to create and maintain healthy personal relationships with family, extended kin, friends, and other individuals the participant identifies as important. When possible, YVLifeSet helps emerging adults reconcile with viable family members.
- **Staff training and supervision:** YVLifeSet Specialists will receive extensive on-the-job training as well as weekly group clinical supervision and consultation where treatment plans are regularly reviewed. Training is further detailed in Staff Training section.
- **Formalized and manualized program model online:** the program uses evidence-based and evidence informed interventions as clinically necessary. In the field, YVLifeSet Specialists have access to many interventions to address the unique needs of each emerging adult.
- **Outcomes tracking:** Youth Villages measures the success of its YVLifeSet program by following up with young people and families for up to two years after they complete their program. Emerging adults are evaluated upon admission, throughout the service provision and upon discharge at 6, 12 and 24 months post discharge. The Youth Villages' research department conducts follow-up research with the emerging adults and families to monitor program effectiveness. Key outcome data collected will include: living arrangements; legal involvement; employment; education status; social/life supports; and the use of mental health services.
- **Community Collaboration:** YVLifeSet staff will work closely with other agencies, as well as any existing programs and services of benefit to the emerging adult to help ensure that the population served are linked with all appropriate community resources. At the beginning of every case, YVLifeSet specialists seek input from the emerging adult's referral source, extended family members and friends, teachers, employers, peer group, neighbors and others involved with the emerging adult and family, such as probation officers and mental health workers. YVLifeSet specialists stay connected with these key people

in the community monthly throughout treatment. All outside contacts are made with the emerging adult's consent and only after release forms have been signed.

The duration of the YVLifeSet program is on average between 7 to 9 months and is comprised of the following 3 broad phases:

- **Enrollment** – Initial assessment and goal planning.
- **Ongoing Assessment, Goal Planning, and Implementation** – Weekly meetings, monthly case reviews, treatment and safety planning, and additional contact dependent on current life events and life disruptions. YVLifeSet staff will implement interventions in the following areas: education maintenance or achievement; housing attainment; employment and job-seeking skills development; developing or maintaining key relationships; and life skills development.
- **Discharge** – Discharge planning, community service linkages, and research follow-up. YVLifeSet specialists remain available to the participants beyond the discharge date via phone. In cases where the emerging adult begins to experience struggles or new problems arise, YVLifeSet will assess the situation to determine the best course of action. Examples of remedies include additional sessions without readmission, referral to an outside therapist or case manager, and in some cases, readmission to the YVLifeSet program.

### **COMMUNITY CONNECTIONS / SERVICE INTEGRATION**

The Contractor will also have a strong history of collaborating with DCF 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, the Contractor(s) will work in collaboration and in an integrated fashion with other providers. The Contractor will 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.

### **DATA AND OUTCOMES:**

#### **Data Collection and Reporting**

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 which will take you to the DCF website: <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 families engaged
- # of referrals made
- % of participants that are enrolled in and attending an educational program (including vocational program)
- % of participants that secured employment
- % of participants that acquired housing
- % of participants that developed diverse social connections
- % of participants that completed an educational/vocational program
- % of participants that have achieved housing stability
- % of participants that have maintained diverse social connections for at least three months (e.g., friends, family members, community members, work colleagues).

## ■ C. MAIN PROPOSAL COMPONENTS

### 1. Organizational Profile (15 points)

- (a) Describe your agency's qualifications, training, background and experience in providing services to emerging adults. 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 families within the region that you expect to serve. Please identify all department-related corrective action plans and their outcomes related to health, safety or service delivery over the past two years.
- (b) Describe your ability to serve the target population, and provide examples of how your agency currently supports emerging adults in the region that you expect to serve. What specific strategies do you implement to engage and facilitate involvement of parents, extended family, guardians and other supportive adults in planning during and following your involvement? What are your agency's current relationships with local and community providers in the region(s) being proposed? What presence does your agency have in the region(s) being proposed?
- (c) Describe your agency's experience with, and capacity for private fund-raising and relationships with key decision makers within the community.
- (d) Applicants are required to possess a CT Business License and provide proof of non-profit status. Such must be included in the proposal as Appendix 4 and Appendix 5.

### 2. Program Model (30 points)

- (a) Describe the agency's experience, practice, and/or approach regarding the following key areas:
  - Engaging hard to reach and vulnerable emerging adult populations;
  - Implementing and operating evidenced based programs;
  - Successfully launching new programs;
  - Implementing and running life skill acquisition learning programs;
  - Managing programs that promote the independent life skills of emerging adults;
  - Ensuring that your agency is a learning organization; and
  - Operating data driven and outcome focused programs as evidenced by quality data collection and analysis.
- (b) Describe and demonstrate through specific concrete examples, your agency's connections with the community(ies) you are proposing to serve and your ability to network with formal/informal supports to meet the needs of target aged emerging adults who have struggled to effectively transition to adulthood, including but not limited to:
  - Other state agencies (DCF, DMHAS, DSS, DDS)
  - 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
  - Respite/Daycare Services
  - Basic needs
- (c) Location of Proposed Services: Proposers are not required to obtain possession of physical space prior to submission of a proposal, although preference will be given to proposals indicating possession of

space and zoning compliance, but the Department will require retention of space for all programs prior to contract execution. If space is not secured at the time of proposal submission, the proposer must affirm when such will be obtained. The Department reserves the right to cancel any negotiations or subsequent contracts if the proposer fails to obtain space. Furthermore, the Department reserves the right to deem a proposed site as unsuitable for the operation of any program. Proposals must address the following

- Where is the proposed site located?
  - Is the site easily accessible through public transportation?
  - Does your agency currently control the site? If no, provide details of how and when the site will be available.
  - Is the site fully compliant with ADA standards? If no, describe the degree to which the site is ADA compliant?
- (d) Describe in detail your approach in working with emerging adult aged individuals between 17 and 21 years of age and how YVLifeSet would fit into your current service array for emerging adults.
- (e) What specific strategies have you implemented to gain consumer feedback and how has this feedback been used to improve service delivery to emerging adults in the last 2 years? Please submit evidence of this in Appendix 8.

### **3. Implementation (10 Points)**

- (a) Identify challenges you may face in implementing, planning and coordinating the YVLifeSet service outlined in this RFP and your approach to overcoming these challenges.
- (b) Describe your agency's plan to achieve the requirements stated within this RFP and include action steps and a timeline for successful implementation of the service after the contract is executed. Assume a June 2019 start date and provide specific dates when action steps will be completed. Identify who would be the project lead that will be overseeing the planning and implementation of this program and their level of experience. Which members of the leadership team will be involved in planning and implementing this service? Also, describe your plan for recruitment of staff for this project and include written commitment from your organization's board of directors.
- (c) Provide an organizational chart illustrating where this program will be housed in the larger organization.

### **4. 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 as Appendix #7) **(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.

#### **5. Data and Technology (5 points)**

Please provide a full description of your current data collection system to include how you analyze data to drive action in all Quality Assurance functions, implementing program improvements, and to ensure that the service you are providing is helping children and families. Please also provide information about dedicated staff that responsible for these activities. 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>.

#### **6. Staffing Requirements (10)**

Proposals must describe a detailed plan for the below stated staffing components (also described on page 16 & 17):

- a) Staff Qualifications
- b) Staff Training
- c) Staff Retention
  - 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 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.

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

#### **1. Financial Profile (3 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 (as Appendix 6) 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, a profit/loss statement etc.).

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

#### **2. Budget and Budget Narrative (10 points)**

Using the Consolidated Budget Form identified in the RFP, prepare an annualized program budget for 1 year. 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.

Budgets must include the following allocations:

- Each of the clients served annually must have an average of \$500 set aside in the budget.
- The budget must include a *Model Implementation Fee* to be paid directly from the Contractor to Youth Villages, through the executed License Agreement between the Contractor and Youth Villages. Such allocations shall be established at \$43,000 annually.

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:

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

## IV. PROPOSAL OUTLINE

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<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, Vision . . . . .	
b. Target Population / Engagement Strategies . . . . .	
c. Capacity for Private Fundraising / Community Relationships . . . . .	
<b>2. Program Model</b> . . . . .	
a. Agency's experience, practice, approach . . . . .	
b. Connection to Community . . . . .	
c. Location of Proposed Services . . . . .	
d. Approach working with Emerging Adults . . . . .	
e. Strategies for Consumer Feedback . . . . .	
<b>3. Implementation</b> . . . . .	
a. Agency Challenges Implementing Programs . . . . .	
b. Achievement of RFP Requirements . . . . .	
<b>4. Cultural &amp; Linguistically Competent Care</b> . . . . .	
a. Culturally Diverse Communities . . . . .	
b. Culturally Diverse Families . . . . .	
c. Culturally Diverse Staff . . . . .	
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a. Staff Qualifications . . . . .	
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c. Staff Retention . . . . .	
<b>G. Cost Proposal</b> . . . . .	
<b>1. Budget and Budget Narrative</b> . . . . .	
<p>To access the Consolidated Budget Form, please go to:  <a href="https://portal.ct.gov/DCF/Contract-Management/Home#RFPForms">https://portal.ct.gov/DCF/Contract-Management/Home#RFPForms</a></p>	
<b>H. Appendices</b> . . . . .	
<b>1. Appendix #1 Gift &amp; Campaign Contribution Certification</b> . . . . .	
<b>2. Appendix #2 Consulting Affidavit</b> . . . . .	
<b>3. Appendix #3 CHRO Contract Compliance Package, Parts I-III</b> . . . . .	
<p>The CHRO Package should be accessed from the CHRO Internet site  <a href="https://www.ct.gov/chro/lib/chro/Notification_to_Bidders.pdf">https://www.ct.gov/chro/lib/chro/Notification_to_Bidders.pdf</a></p>	
<b>4. Appendix #4 CT Business License</b> . . . . .	
<b>5. Appendix #5 Proof of Non-Profit Status</b> . . . . .	
<b>6. Appendix #6 Financial Profile (if required)</b> . . . . .	

- 7. Appendix #7 Cultural Supporting Data (if required) . . . . .**
- 8. Appendix #8 Consumer Feedback Supporting Documentation . . . . .**



**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: License Agreement**

# LETTER OF INTENT

(MANDATORY NON-BINDING)

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

Our agency is planning to apply for funding in response to the RFP entitled **Transitional Supports for Emerging Adults**

☐ Site 1

Hartford, Manchester, Middletown,  
Norwich, Willimantic

☐ Site 2

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 **April 5, 2019** to **Stacie Albert**.

**Attachment #2**

**PROPOSAL COVER SHEET**

**Transitional Supports for Emerging Adults  
Request for Proposals**

☐ **Site 1**

Hartford, Manchester, Middletown,  
Norwich, Willimantic

☐ **Site 2**

New Britain, Meriden

**Transitional Supports for Emerging Adults  
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)**



# 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.

<u>Printed Name of Bidder or Contractor</u>	<u><b>Signature of Principal or Key Personnel</b></u>	<u><b>Date</b></u>
---	---	--------------------

Printed Name (of above) \_\_\_\_\_ Awarding State Agency \_\_\_\_\_