

PROCUREMENT NOTICE

State of Connecticut Department of Social Services

Asian-Based Domestic Violence Service Program Request for Proposals ABDV_RFP_022020

The State of Connecticut, Department of Social Services (DSS or the Department), is seeking proposals from Asian culture-based organizations and agencies, qualified to address the shortage of Domestic Violence Services for persons of Asian descent, as well as the barriers that immigrant Asian women and men face when they are experiencing Intimate Partner Violence (IPV).

The term of the contract shall be 2 years and 11 months from August 1, 2020 through and including June 30, 2023. There shall be two (2) extensions with 2-year options that may be exercised at the sole discretion of the Department.

The Request for Proposals is available in electronic format on:

- State Contracting Portal at:
https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2
- CT Department of Social Services' website at:
<http://www.ct.gov/dss/rfp>

Questions or requests for information in alternative formats must be directed to the Department's Official Contact at:

Vidya Ganesan
State of Connecticut Department of Social Services
Contract Administration Unit
55 Farmington Ave. Hartford, CT 06105
Telephone: 860-424-5234
E-mail: DSS.Procurement@ct.gov

Persons who are deaf or hearing impaired may use a TDD by calling 1-800-842-4524.

The deadline for submission of proposals is April 13, 2020 2:00 p.m. Eastern Standard Time.

This document is configured for 2-sided printing.

TABLE OF CONTENTS

Procurement Notice	1
Section I – GENERAL INFORMATION	3
A. Introduction.....	3
B. Abbreviations / Acronyms / Definitions	3
C. Instructions.....	4
D. Proposal Format	8
E. Evaluation of Proposals	8
Section II – MANDATORY PROVISIONS	11
A. Standard Contract, Parts I and II	11
B. Assurances	11
C. Terms and Conditions.....	12
D. Rights Reserved to the State.....	13
E. Statutory and Regulatory Compliance	14
Section III – SCOPE OF WORK	17
A. Program Overview	17
B. Requirements of the Resultant Contractor.....	17
C. Proposal Requirements	19
Section IV. PROPOSAL OUTLINE.....	22

SECTION I – GENERAL INFORMATION

A. INTRODUCTION

1. **RFP Name.** Asian-Based Domestic Violence Service Program Request for Proposals (ABDV_RFP_022020)
2. **Summary.** The Department of Social Services (DSS) is seeking proposals from Asian culture-based organizations and agencies qualified to address the shortage of Domestic Violence services for persons of Asian descent, as well as the barriers that immigrant Asian women and men face when they are experiencing Intimate Partner Violence (IPV). The term of the work shall be 2 years and 11 months from August 1, 2020 through and including June 30, 2023. There shall be two (2) extensions for 2-year options that may be exercised at the sole discretion of the Department. The estimated funding available through this RFP is \$291,667 as follows:

<u>For the Period</u>	<u>Amount</u>
8.1.2020 to 6.30.2021	\$91,667
7.1.2021 to 6.30.2022	\$100,000
7.1.2022 to 6.30.2023	\$100,000

3. **Commodity Codes.** The services that the Department wishes to procure through this RFP are as follows:
 - 0600: Services (Professional, Support, Consulting and Misc. Services)
 - 1000: Health Care Services
 - 2000: Community and Social Services
 - 3000: Education and Training Services

B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

ABDV	Asian-Based Domestic Violence
CCADV	Connecticut Coalition Against Domestic Violence
C.G.S.	Connecticut General Statutes
CT	Connecticut
DSS	Department of Social Services (CT)
DV	Domestic Violence
FOIA	Freedom of Information Act (CT)
FV	Family Violence
IPV	Intimate Partner Violence
OPM	Office of Policy and Management (CT)
PSA	Personal Service Agreement
RFP	Request for Proposals
U.S.	United States

- *Asian*: (adj.) of or relating to Asia or its people, customs, or languages (noun) a native of Asia or a person of Asian descent.
- *Contractor*: a private provider organization, that enters into a contract with the Department as a result of this RFP
- *Intimate partner violence (IPV)*: For the purpose of this RFP, IPV is defined as actual or threatened, physical or psychological abuse by an intimate partner.
- *Respondent*: a private provider organization, that has submitted a proposal to the Department in response to this RFP
- *Prospective Respondent*: a private provider organization 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 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. Respondents, prospective respondents, 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. Respondents or prospective respondents who violate this instruction may risk disqualification from further consideration.

Name: Vidya Ganesan
 Address: 55 Farmington Avenue, Hartford, CT 06105
 Phone: (860) 424-5234
 E-Mail: DSS.Procurement@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, addenda 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:
 - State Contracting Portal at: https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2
 - CT Department of Social Services' website at: <http://www.ct.gov/dss/rfp>

It is strongly recommended that any respondent or prospective respondent 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 addenda 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.

3. **Contracts.** The offer of the right to negotiate a contract pursuant to this RFP is dependent upon the availability of funding to the Department.
4. **Eligibility.** Organizations and agencies must meet the eligibility requirements listed below:
 - a. Be a public or private organization or community-based agency located within CT;
 - b. Be an agency whose **primary and target** population is persons who are defined as Asian; and
 - c. Have a demonstrated capacity to provide DV services.
5. **Minimum Qualifications of Respondents.** To be considered for the right to negotiate a contract, a respondent must have the following minimum qualifications:
 - a. Have a minimum of three (3) years' experience providing services to individuals of Asian descent(s). At a minimum, services shall include: Case Management information and referral, Community Outreach, and Training.

The Department reserves the right to reject the proposal of any respondent in default of any current or prior contract.

6. **Procurement Schedule.** See below. The Department may amend the schedule, as needed. Any change will be made by means of an addendum to this RFP and will be posted on the State Contracting Portal and the Department's RFP Web Page.

▪ RFP Released	02.21.2020
▪ Deadline for Questions	03.06.2020
▪ Answers Released (tentative)	03.13.2020
▪ Proposals Due	04.13.2020
▪ *Award Decision (tentative)	06.19.2020
▪ *Start of Contract (tentative)	08.01.2020

7. **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 proposal of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline 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 addendum 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 addendum and duly noted as such. The agency will release the answers to questions on the date established in the Procurement Schedule. The Department will publish any and all amendments and addenda to this RFP on the State Contracting Portal and on the Department's RFP Web Page. At its discretion, the Department may distribute any amendments and addenda to this RFP to prospective respondents who submitted a Letter of Intent or attended the RFP Conference. **Proposals must include a signed Addendum Acknowledgement, which will be placed at the end of any and all addenda to this RFP.**

8. **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 on or before the due date and time:

- **Due Date:** April 13, 2020
- **Time:** 2:00 p.m. Eastern Standard Time

THIS IS AN ELECTRONIC SUBMISSION. ACCESS TO THE DSS SECURE EMAIL SYSTEM IS REQUIRED TO SUBMIT YOUR PROPOSAL.

Respondents shall send an email to the official contact at DSS.Procurement@ct.gov indicating that a proposal will be submitted. Such email must be received by the Official Contact **a minimum of four (4) hours before the proposal due date and time.** The Official Contact will respond to your email with instructions to access the DSS secure email system.

Please be aware of the amount of time it may take for an electronic submission to be sent from one server and accepted by another server. Each file sent to the official contact, shall not be larger than 30 MB per e-mail. An alert will be noted if the file you are emailing is too large. Submissions must be received by the Official Contact via e-mail. The Official Contact is the only authorized recipient of proposals in response to this RFP.

The electronic copies of the proposal shall be compatible with *Microsoft Office Word* except for the Budget and Budget Justification, which may be compatible with *Microsoft Office Excel*. Only the required Appendices and Forms identified Section IV. Proposal Outline, G. Appendices and H. Forms may be submitted in *Portable Document Format (PDF)* or similar file format.

The proposal must carry original signatures. Unsigned proposals will not be evaluated. The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Evaluation Team.

Note, Proposals received after the stated deadline may be accepted as a clerical function but will not be reviewed.

- 9. Multiple Proposals.** The submission of multiple proposals is not an option with this procurement.
- 10. Claim of Exemption from Disclosure.** Respondents are advised that all materials associated with this request, procurement or contract are subject to the terms of the Freedom of Information Act, Conn. Gen. Stat. §§ 1-200 et seq. (FOIA). Although there are exemptions in the FOIA, they are permissive and not required. If a Respondent believes that certain information or documents or portions of documents required by this request, procurement, or contract is exempt from disclosure under the FOIA, the Respondent must mark such information or documents or portions of documents as EXEMPT. In Section IV, proposal Outline, C, Claim of Exemption from Disclosure of its proposal, the Respondent must indicate the documents or pages where the information labeled EXEMPT is located in the proposal.

For information or documents so referenced, the Respondent must provide a detailed explanation of the basis for the claim of exemption. Specifically, the Respondent must cite to the FOIA exemption that it is asserting as the basis for claim that the marked material is exempt. In addition, the Respondent must apply the language of the statutory exemption to the information or documents or portions of documents that the Respondent is seeking to protect from disclosure. For example, if a Respondent marks a document as a trade secret, the Respondent must parse the definition in Section 1-210(b)(5)(A) and show how all of the factors are met. Notwithstanding this requirement, DSS shall ultimately decide whether such information or documents are exempt from disclosure under the FOIA.

- 11. Conflict of Interest - Disclosure Statement.** Respondents must include a disclosure statement concerning any current business relationships (within the past 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 respondent 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 respondent 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 respondent 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 respondent must affirm such in the disclosure statement: *“[name of respondent] has no current business relationship (within the past 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, at the discretion of the Department, non-responsive and not evaluated.
2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Respondents must complete and use the [Cover Sheet ABDV RFP 022020](#) form, which is embedded in this section as a hyperlink.
3. **Table of Contents.** All proposals must include a Table of Contents that conforms to the required proposal outline. See Section IV. Proposal Outline.
4. **Executive Summary.** Proposals must include a high-level summary not exceeding one page.
5. **Attachments.** Attachments other than the required Appendices and 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:

Paper Size:	Generally, 8½” x 11” in “portrait” orientation. Optionally key graphics, diagrams and flow charts can use 11” x 17” in “landscape” orientation and folded to physically fit within the 8½” x 11” portrait footprint.
Print Style:	1-sided.
Font Size:	Minimum of 11-point.
Font Type:	Arial or Tahoma.
Margins:	The binding edge margin of all pages shall be a minimum of one and one half inches (1½”); all other margins shall be 1”
Line Spacing:	Single-spaced

7. **Pagination.** The respondent’s name must be displayed in the header of each page. All pages, from the Cover Sheet through the required Appendices and Forms, must be numbered consecutively in the footer.

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 respondents, and offering the right to negotiate a contract, 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. Evaluation Team.** The Department will designate an Evaluation Team to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Evaluation Team. 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 respondent (or representative of any respondent) to contact or influence any member of the Evaluation Team may result in disqualification of the respondent.
- 3. Minimum Proposal 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 proposal 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 Proposal Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Team will use to evaluate the technical merits of the proposals. The criteria and weights are listed below.

▪ Organization Experience	10 points
▪ Service Delivery	45 points
▪ Staffing	20 points
▪ References	5 points
▪ Budget and Financials	20 points
- 5. Respondent Selection.** Upon completing its evaluation of proposals, the Evaluation Team will submit the rankings of all proposals to the Department head. The final selection of a successful Respondent is at the discretion of the Department head. Any Respondent selected will be so notified and offered 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 Respondents will be notified by email or U.S. mail, at the Department's discretion, about the outcome of the evaluation and Respondent selection process.

- 6. Debriefing.** Within ten (10) days of notification from the DSS any respondent may contact the Official Contact and request a Debriefing of the procurement process and its proposal. If respondents still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Department to discuss the procurement process. The Department shall schedule and conduct Debriefing meetings that have been properly requested, within fifteen (15) days of the Department's receipt of a request. The Debriefing meeting must not include or allow any comparisons of any proposals with other proposals, nor should the identity of the evaluators be released. The Debriefing process shall not be used to change, alter, or modify the outcome of a competitive procurement. More detailed information about requesting a Debriefing may be obtained from the Official Contact.
- 7. Appeal Process.** Any time after the proposal due date, but **not later than thirty (30) days** after the Department notifies respondents about the outcome of a competitive procurement, respondents may submit an Appeal to the Department. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. Respondents may appeal any aspect of the Department's competitive procurement; however, such Appeal must be in writing and must set forth facts or evidence in sufficient and convincing detail for the Department to determine whether during any aspect of the competitive procurement there was a failure to comply with the State's statutes, regulations, or standards concerning competitive procurement or the provisions of the RFP. Any such Appeal must be submitted to the Agency Head with a copy to the Official Contact. The respondent must include the basis for the Appeal and the remedy requested. 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. Contest of Solicitation or Contract Offer.** Pursuant to Section 4e-36 of the Connecticut General Statutes, "Any bidder or respondent on a state contract may contest the solicitation or award of a contract to a subcommittee of the State Contracting Standards Board." More detailed information is available on the State Contracting Standards Board web site at <http://www.ct.gov/scsb/site/default.asp>.
- 9. 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.

SECTION II – MANDATORY PROVISIONS

A. STANDARD CONTRACT, PARTS I AND II

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

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 contract. A sample of Part I is available from the Department's Official Contract upon request.

Part II of the standard contract is maintained by the Office of Policy and Management (OPM) and includes the mandatory terms and conditions of the contract. Part II is available on OPM's website at: <http://www.ct.gov/opm/cwp/view.asp?a=2981&q=382982>

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 respondent is offered 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 respondent must inform the respondent'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 respondent (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 respondent implicitly gives the following assurances:

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

3. **Competitors.** The respondent assures that the 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 respondent to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The respondent 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 respondent knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
4. **Validity of Proposal.** The respondent 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 proposal 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 respondent.
5. **Press Releases.** The respondent 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 respondent 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 respondent 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. Respondents are liable for any other applicable taxes.
4. **Proposed Costs.** No cost proposals 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 proposal. While changes are not permitted, the Department may request and authorize respondents to submit written clarification of their proposals, in a manner or format prescribed by the Department, and at the respondent's expense.

6. **Supplemental Information.** Supplemental information will not be considered after the deadline of proposals, unless specifically requested by the Department. The Department may ask a respondent 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 respondents invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per respondent.
7. **Presentation of Supporting Evidence.** If requested by the Department, a respondent 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 respondent to evaluate further the respondent'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 respondent.
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 respondent unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the respondent 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 respondent or for payment of services under the terms of the contract until the successful respondent 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 respondent 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. **Contract Offer and Rejection of Proposals.** The Department reserves the right to offer in part, and/or 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 respondent who submits a proposal after the proposal 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 executed 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 respondent(s) for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BAFO) on cost from respondents. The Department may set parameters on any BAFOs received.
7. **Clerical Errors in Contract Offer.** The Department reserves the right to correct inaccurate contract offers resulting from its clerical errors. This may include, in extreme circumstances, revoking the offer of a contract already made to a respondent and subsequently offering the contract to another respondent. 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 respondent is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the respondent.
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 respondent'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 respondent 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). Respondents are generally advised not to include in their proposals any confidential information. If the respondent 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 respondent has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a respondent 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.** Connecticut statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure 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 [Consulting Agreement Affidavit \(OPM Ethics Form 5\)](#)

IMPORTANT NOTE: A respondent must complete and submit OPM Ethics Form 5 to the Department with the proposal.

4. **Limitation on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC § 1352.** A responsive proposal shall include a [Certification Regarding Lobbying form](#) which is embedded in this section as a hyperlink, attesting to the fact that none of the funds appropriated by any Act may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the: (A) awarding of any Federal contract; (B) making of any Federal grant; (C) making of any Federal loan; (D) entering into of any cooperative agreement; or (E) extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement
5. **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 respondent is offered an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the respondent must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and Connecticut State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at [Gift and Campaign Contributions](#)

IMPORTANT NOTE: The successful respondent must complete and submit OPM Ethics Form 1 to the Department prior to contract execution.

6. **Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a respondent is offered an opportunity to negotiate a contract, the respondent must provide the Department with *written representation* or *documentation* that certifies the respondent 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 Connecticut State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at http://www.ct.gov/opm/fin/nondiscrim_forms

IMPORTANT NOTE: The successful respondent must complete and submit the appropriate nondiscrimination certification form to the Department prior to contract execution.

SECTION III – SCOPE OF WORK

The Department of Social Services delivers and funds a wide range of programs and services as Connecticut's multi-faceted health and human services agency. DSS serves about 1 million residents of all ages in all 169 cities and towns, supporting the basic needs of children, families and individuals, including older adults and persons with disabilities. With service partners, the agency provides health care coverage, food and nutrition assistance, financial assistance, child support services, energy aid, independent living services, social work services, protective services for the elderly, home-heating aid, and additional vital assistance. DSS has approximately 1,700 dedicated staff led by Commissioner Deidre S. Gifford, with services delivered through 12 field offices, central administration, and online and phone access options. DSS was established on July 1, 1993, through a merger of the Departments of Income Maintenance, Human Resources, and Aging.

Department Mission

We, along with our partners, provide person-centered programs and services to enhance the well-being of individuals, families and communities.

Department Vision

Guided by our shared belief in human potential, we envision a Connecticut where all have the opportunity to be healthy, secure and thriving.

A. PROGRAM OVERVIEW

DSS aspires to engage various Asian communities within Connecticut (CT) in dialogues about the prevalence of IPV in order to increase awareness about available counseling and legal services for victims of Domestic Violence (DV).

The Asian-Based Domestic Violence Service Program (ABDV) will provide safety awareness and supportive program services in CT. Services shall be designed to increase clients' stability, skill levels, and self-determination. The successful Respondent will work hand-in-hand with the Connecticut Coalition Against Domestic Violence (CCADV) in order to provide the highest level of quality services to the Asian communities within CT.

B. REQUIREMENTS OF THE RESULTANT CONTRACTOR

1. OUTREACH AND COMMUNITY ENGAGEMENT

- a. Actively engage in outreach activities in the Asian community.
- b. Foster positive relationships between CCADV's membership and Asian communities by participating in relevant coalition meetings, as well as media and public events.

- c. Educate the Asian community about DV issues in the Asian context and how the community can change social attitudes about DV.
- d. Form and maintain collaborative working relationships with community-based service organizations including the Connecticut Department of Children and Families (DCF) – Child Protective Services, the Department's Welfare, Housing, Family Relations and/or court personnel, and police.

2. TRAINING

- a. Provide training on Asian population to CCADV's staff, membership staff and interns, and volunteers, as well as others providing care and services to Asian IPV survivors.

3. LINGUISTIC AND CULTURALLY APPROPRIATE SERVICES

- a. Develop linguistically appropriate educational and outreach materials specific to the Asian communities.
- b. Improve language accessibility for Asians to services: telephone interpretation services, literature in Asian languages, and/or forms in Asian languages.
- c. Collaborate with shelter staff to provide culturally and linguistically appropriate services to Asian clients.

4. REFERRALS, INTAKE, AND CASE MAINTENANCE

- a. Provide referrals to counselors, doctors, and attorneys who are familiar with Asian culture.
- b. Maintain case notes on client services, goals, and outcomes of clients who have requested DV services. Referrals for support services will occur in response to identified needs.
- c. Conduct intake/assessments of each individual seeking DV services and shall file the intake in the client's file and maintain client information in a secure system. An intake is defined as the process of gathering information to understand the client's situation and what can be done to assist the client. Such intake shall include, but not be limited to: age, marital status, family size, race, ethnicity, major source of income, employment status, education history, history of substance abuse, history of DV, current situation, mental and physical health, and family or friend support system. The initial intake assessment shall be the basis for developing the safety plan with the client as described herein.
- d. Establish and maintain a safety plan with each client. A safety plan is a mutually agreed tool, developed between the resultant contractor and the client, which is used to address the clients' safety needs. The resultant contractor shall develop the overall safety plan with the client at the time of entry into the program and thereafter review and update the safety plan on an as needed basis. The safety plan will provide personal safety information and help clients to increase personal safety skills invoking them to care for themselves based on what the client defines is the priority risk.

- e. Refer clients to other public and private agencies to assist in obtaining security deposits, housing subsidies, energy assistance, and other financial assistance to secure new housing. The resultant contractor shall document the referral in the client's file.

5. COUNSELING, INTERVENTION, AND SUPPORT GROUPS

- a. Provide educative counseling for clients. Counseling is defined as crisis intervention, emotional support and guidance to help clients address their situation. The resultant contractor shall document such counseling in the client's file.
- b. Supply direct personal intervention on the client's behalf and as determined by the clients' needs as defined by the client. The resultant contractor shall utilize the "client defined" advocacy model to encourage self-determination, self-reliance, safety planning, and increased awareness of available options.
- c. Provide Crisis Intervention for clients in crisis situations by providing emotional support, acknowledging their circumstance, and providing the information and resources to address their immediate situation.
- d. Provide support groups for the clients, as well as documenting and keeping on file information for clients participating in these groups. These groups may include Psycho-education, Welfare Rights, English for Speakers of Other Languages (ESOL), Pain Management to reduce psychosomatic symptoms, U.S. citizenship classes, and Therapeutic groups for adults and Parenting for parents.

C. PROPOSAL REQUIREMENTS

Responses for this section must describe the Respondent's ability and competence to perform the requirements specified in this RFP. The Department reserves the right to reject the proposal of any Respondent in default of any current or prior contract. **To submit a responsive proposal**, the following information about the Respondent's qualifications and experience must be provided.

1. ORGANIZATION EXPERIENCE (2 pages maximum)

Provide a description of the Respondent's qualifications to perform the services required by this RFP. The description shall include a minimum of three (3) years' experience providing services to individuals of Asian descent including, but not limited to: Case Management information and referral, Community Outreach, and training.

2. SERVICE DELIVERY (6 pages maximum)

Provide a description of the Respondent's service delivery model and experience to meet the requirements specified in Section III.B REQUIREMENTS OF THE RESULTANT CONTRACTOR.

3. STAFFING (9 pages maximum including appendices)

Describe your staffing model and provide a detailed organization chart that includes proposed program positions and staff. Current resume(s) of the project director and other

individual(s) that will be providing services as described in this RFP, not exceeding two (2) single-sided pages for each resume, as **Appendix 1**. The resumes must reflect qualifications including related experience and education. Also to be included, shall be job descriptions for positions to be filled, pursuant a successful response as **Appendix 2**;

4. REFERENCES (3 pages maximum)

Three (3) letters of reference, preferably from within the last five (5) years of professional work that are of similar scope and focus attached as **Appendix 3**.

The letters of reference must be from persons able to provide adequate information about the Respondent's qualifications. **Specifically, references should be able to comment on the Respondent's capacity to implement the ABDV program.**

References must include their name, mailing address, telephone number, and e-mail address. **The Department expects to use these references in its evaluation process.** The Department will disqualify any Respondent from competing in the RFP process if the Department discovers that the Respondent had any influence on the references.

5. BUDGET AND FINANCIALS

All proposed costs are subject to the standards developed by the State Office of Policy and Management for determining the cost of contracts, grants, and other agreements with organizations that receive funding from the State. Be advised that the cost proposal is subject to revision prior to contract execution in order to ensure compliance with the OPM cost standards. More information about the cost standards is available on OPM's web site: [Cost Standards](#)

- a. Budget. To submit a responsive proposal, the Respondent shall provide an annual line-item budget for a **two (2) year and 11 months contract term**, defined as the contract period beginning **August 1, 2020 through June 30, 2023** using the [Budget ABDV RFP 022020](#), embedded as a hyperlink. The budget form will provide:
 - i. the cost for each contract year:
 - Year One (1) for 11 months - 08/01/2020 - 06/30/2021
 - Year Two (2) - 07/01/2021 - 06/30/2022
 - Year Three (3) - 07/01/2022 – 06/30/2023
 - ii. a total cost for the contract period, 08/01/2020 - 06/30/2023.

The budget shall include line items for all expenses to be incurred through the delivery of services. The Respondent's total administration costs shall not exceed 15 percent of the total funding request per contract year and the total anticipated contract period. In addition, the Contractor's total administration costs shall not exceed 15 percent of the quarterly expenditures reported. The remaining balance of the total funding request shall be for the activities required by this RFP.

- b. Budget Justification / Narrative. Provide justification for each line item with quantity and cost details. For staffing, the narrative shall include the Full Time Equivalent (FTE) based on 40 hours/week that the Respondent proposes to spend on the program by category of the staff. Present a projection of the number of individuals to be served by this program and strategies to ensure the provision of required service.
- c. Audited Financial Statements. Provide as **Appendix 4** independent audited financial statements for past two (2) fiscal years including any audit findings and management letter/agency response.

IV. PROPOSAL OUTLINE

This section presents the **required** outline that must be followed when submitting proposals in response to this RFP. Proposals must include a Table of Contents that exactly conforms to the required proposal outline (below). Proposals must include all the components listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete proposals will not be evaluated.

	Your page #
A. Cover Sheet	1.
B. Table of Contents	2.
C. Claim of Exemption from Disclosure	3.
D. Conflict of Interest - Disclosure Statement	
E. Executive Summary	
F. Proposal Requirements.	
1. Organization Experience	
2. Service Delivery	
3. Staffing	
4. References	
5a. Budget	
5b. Budget Justification	
G. Appendices	
Appendix 1 - Resumes	
Appendix 2 – Job Descriptions	
Appendix 3 – Reference Letters	
Appendix 4 – Audited Financials	
H. Forms	
1. Addendum Acknowledgement.	
2. Workplace Analysis Affirmative Action Report	
3. Certification Regarding Lobbying	
4. OPM Ethics Forms	
Consulting Agreement Affidavit (OPM Form 5)	
Nondiscrimination Certification	
Gift and Campaign Contributions Certification (OPM Form 1)	
Notification to Bidders, Part I-V (CHRO)	