PROCUREMENT NOTICE

State of Connecticut
Department of Social Services

TEEN PREGNANCY PREVENTION
Request for Proposals
TPP_RFP_12012020

The State of Connecticut, Department of Social Services (DSS or Department), is seeking proposals for services to implement the Teen Outreach Program in the areas of Connecticut determined to have the highest percentages of births to teens.

The term of the work shall be 3 years from July 1, 2021 through June 30, 2024.

The RFP is available in electronic format on the:

- 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

The DSS is an Equal Opportunity/Affirmative Action Employer. Deaf and hearing-impaired persons may use a TYY by calling 1-800-671-0737. The DSS reserves the right to reject any and all proposals or cancel this procurement at any time if it is deemed in the best interest of the State of Connecticut.

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

Anila Ceka
State of Connecticut Department of Social Services
Contract Administration Unit
55 Farmington Ave. Hartford, CT 06105
E-mail: DSS.Procurement@ct.gov

The deadline for submission of proposals is January 19, 2021 2:00 p.m. Eastern Standard Time.

TABLE OF CONTENTS

SECTION I – GENERAL INFORMATION

A. Introduction

1. **RFP Name.** Teen Pregnancy Prevention Request for Proposals (TPP_RFP_12012020).

2. **Summary.** The Department of Social Services is seeking proposals to implement the Teen Outreach Program (TOP) in the identified communities of need. The program is a youth development program with an emphasis on teen pregnancy prevention. The term of the work shall be 3 years from July 1, 2021 through June 30, 2024. The estimated funding available through this RFP is $4,062,324 as follows:

For the Period	Amount
07.01.2021 to 06.30.2022	$ 1,354,108
07.01.2022 to 06.30.2023	$ 1,354,108
07.01.2023 to 06.30.2024	$ 1,354,108

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

- 0098: Health Care Management and Consulting Services
- 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

BAFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CSL	Community Service Learning
CT	Connecticut
DAS	Department of Administrative Services (CT)
DSS	Department of Social Services (CT)
FOIA	Freedom of Information Act (CT)
OAG	Office of the Attorney General (CT)
OPM	Office of Policy and Management (CT)
POS	Purchase of Service
P.A.	Public Act (CT)
Q1	Calendar quarter 1 (January 1 through March 31)
Q2	Calendar quarter 2 (April 1 through June 30)
Q3	Calendar quarter 3 (July 1 through September 30)
Q4	Calendar quarter 4 (October 1 through December 31)
RFP	Request for Proposals
SNAP	State Nutritional Assistance Program (formerly food stamps)

T&Cs	Terms and Conditions
TANF	Temporary Assistance for Needy Families
TFA	Temporary Family Assistance (CT TANF program)
TPPI	Teen Pregnancy Prevention Initiative
TOP	Teen Outreach Program
U.S.	United States

- *Contractor*: A private provider organization, not-for-profit organization, or municipality that enters into a contract with the Department as a result of this RFP.

- *Respondent:* A private provider organization, not-for-profit organization, or municipality that has submitted a proposal to the Department in response to this RFP.

- *Prospective respondent:* A private provider organization, not-for-profit organization, 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 contract with the Department as a result of this RFP.

- *Subcontract:* Any written agreement between the resultant contractor and another party to fulfill any contract requirements.

- *At risk youth:* At-risk youth is a term used to describe a youth who requires temporary or ongoing intervention in order to succeed in life. At-risk youth are less likely to transition successfully into adulthood and achieve economic self-sufficiency because key risk factors are present in their lives. Risk factors are those criteria that contribute to at-risk status. Risk factors may include, but are not limited to living in poverty, limited maternal educational achievement, and having a mother who gave birth before the age of 20. Additional risk factors may include being from a single-parent home, living in a home with frequent family conflict, early sexual activity, early use of alcohol and drugs, and low self-esteem. Lastly, a teen's race and ethnicity can be a risk factor for teen pregnancy.

- *Participants*: Youths who participate the Teen Outreach Program (TOP).

- *Teen Outreach Program:* A broad-based primary teen pregnancy prevention service-learning model program effective with diverse youth populations, it is at-risk youth who stand to reap the greatest benefits from this intervention.

- *Teen Pregnancy Prevention Initiative:* A program involving broad-based partnerships with the community; including schools, local government, clergy, community agencies, private sector, parents, and teens, for teens at risk of becoming sexually active and becoming parents when they are still teenagers.

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: Anila Ceka
   Address: 55 Farmington Avenue, Hartford, CT 06105
   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
     https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2

   - Department's RFP Web Page
     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 qualified not-for-profit organization or municipality located within CT; and
   b. Has a minimum of three years of direct service experience working with at-risk youth.

   Not-for-profit organizations or municipalities that have only acted as fiduciary agents or funding "pass through" agencies do not meet the three years of demonstrated direct service experience requirement.

5. **Minimum Qualifications of Respondents.** To be considered for the right to negotiate a contract, a respondent must have the following minimum qualifications:

   1. A minimum of three years of direct service experience providing programming for at-risk youth from multi-racial and multi-ethnic populations.
   2. A minimum of three years of experience working for State or Federal governments within the health and human service business domains.

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

6. **Procurement Schedule.** 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. See below. Dates after the due date for proposals ("Proposals Due") are target dates only (*).

    - **RFP Released: 12/01/2020**
    - **Deadline for Questions: 12/10/2020**
    - **Answers Released (tentative): 12/28/2020**
    - **Proposals Due: 1/19/2021**
    - ***Award Decision (tentative): 3/31/2021**
    - ***Start of Contract (tentative):7/1/2021**

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

    - Due Date: 01/19/2021
    - 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 35 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 References, Forms and Appendices identified in Section IV.B.8 through Section IV.B.10 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. B.3 of its submission, 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** 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.)

4. **Executive Summary.** Proposals must include a high-level summary not exceeding one page.

5. **Attachments.** Attachments other than the required References, Appendices or Forms identified in Section IV.B. are not permitted and will not be evaluated. Further, the required References, 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.
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 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** Proposals meeting the Minimum Submission 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. Only the criteria listed in Section IV.C Proposal Requirements as stated below will be used to evaluate proposals:

   - Organizational Overview and Requirements;
   - Service Delivery;
   - Staffing Requirements; and
   - Cost Proposal.

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. 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.** After receiving notification from the Department, 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 submission 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 Respondent 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 Contact 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 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 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 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 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 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 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 submission 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 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 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 http://www.ct.gov/opm/fin/ethics_forms
   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 (http://www.ct.gov/dss/lib/dss/hopwa_2012/Certification_Regarding_Lobbying.pdf), 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 http://www.ct.gov/opm/fin/ethics_forms
   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

A. AGENCY OVERVIEW

The Department of Social Services (DSS) 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 Connecticut cities and towns. We support the basic needs of children, families, older and other adults, including persons with disabilities. Services are delivered through 12 field offices, central administration, and online and phone access options. With service partners, DSS:

- Provides federal/state food and economic aid, health care coverage, independent living and home care, social work, child support, home-heating aid, protective services for older adults, and more vital service areas;
- Supports the health of over 780,000 residents through HUSKY Health (Medicaid & Children's Health Insurance Program), including medical, dental, behavioral health, prescription medications, long-term services and supports; and
- Helps over 400,000 residents afford food and supports Connecticut's economy with federally-funded Supplemental Nutritional Assistance Program (SNAP).

The Department is headed by the Commissioner of Social Services and there are two Deputy Commissioners, a Deputy Commissioner for Programs and Operations and a Deputy Commissioner for Finance and Administration

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."

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

B. PROGRAM OVERVIEW

The Department is committed to promoting the healthy development of all children and adolescents residing in Connecticut. Preventing early parenthood reduces long term social costs associated with dependence on public assistance. Research has shown that early childbearing has significant social, health, economic, and psychological costs for young parents and their children.

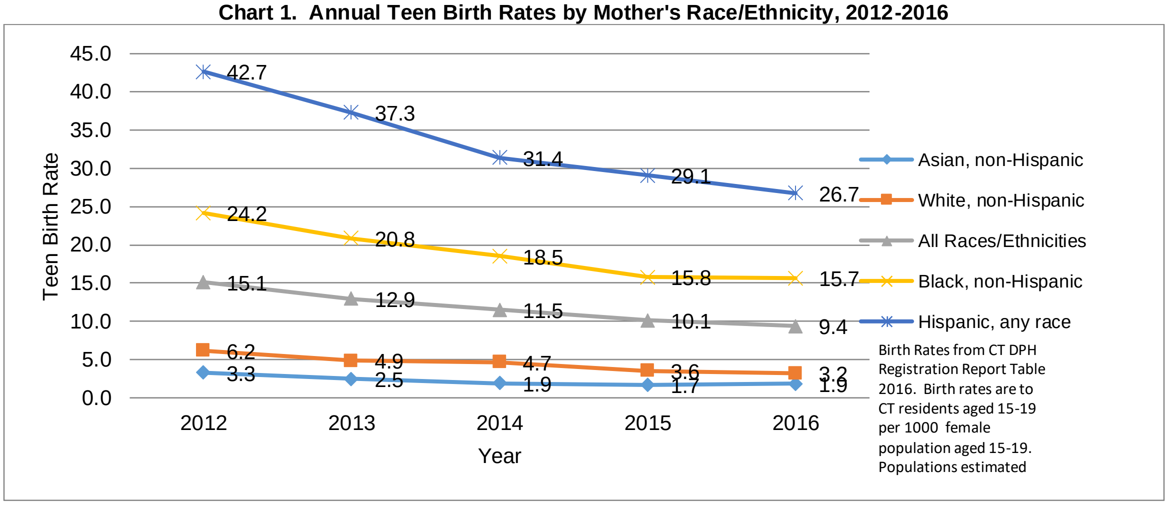
In addition, teenage mothers are more likely to be living with their children in poverty, are more likely to drop out of school, are at increased risk for having low birthweight and premature babies with more significant and costly health issues and the children of teen mothers are at increased risk of being abused and/or neglected.

While the teen birth rate across the state of Connecticut has continually declined over the last five years, the statewide average alone does not reveal important disparities that exist across different communities and among different ethnic groups.

B.1 Racial/Ethnic Disparities

Using the most recent data from the Connecticut Department of Public Health, Chart 1 demonstrates that during the five-year period from 2012-2016, inclusive, teen birth rates dropped across all racial/ethnic groups. However, it is important to note that across each of the five years, among White and Asian teen mothers, the teen birth rates are a fraction of the teen birth rates compared to mothers who are Black or Hispanic. These data suggest that these two ethnic groups are in the greatest need for services for teen pregnancy prevention.

Chart 1. Annual Teen Birth Rates by Mother's Race/Ethnicity, 2012-2016



B.2 Geographic Disparities

Further exploration of the disparities in teen birth rates can be observed among certain individual communities in Connecticut. According to the Connecticut Department of Public Health's 2016 Registration report, five-year teen birth rates in some communities are two and at times nearly three times the teen birth rates across the state as a whole. Table 1 displays the five-year teen birth rates by town of residence and includes the communities in Connecticut where teen birth rates were statistically significantly higher ($p < .05$ when adjusting for multiple state comparisons) than the state of Connecticut as a whole. Waterbury, Hartford, Putnam, New Britain, Meriden, Bridgeport, Norwich, East Hartford, New Haven, Killingly, Groton, Danbury and Torrington are all communities in need of adolescent pregnancy prevention interventions.

Table 1. Five-year Teen Births and Teen Birth Rates by Town of Residence, 2012-2016

GEOGRAPHIC AREA	Births to Mothers 15-19 Years[1]	Female Pop. 15-19 Years[2b]	Birth Rate per 1,000 Population[3c]
Waterbury	655	20,325	32.2
Hartford	926	29,175	31.7
Putnam	43	1,385	31.0
New Britain	448	14,660	30.6
Meriden	285	10,025	28.4
Bridgeport	749	27,615	27.1
Norwich	174	6,585	26.4
East Hartford	203	8,145	24.9
New Haven	674	29,235	23.1
Killingly	49	2,650	18.5
Groton	89	5,065	17.6
Danbury	215	12,760	16.8
Torrington	82	4,915	16.7
Connecticut	7,294	615,811	11.8

The link between teenage parenthood and poverty and the long term costs associated with public assistance, is well documented (Hoffman & Maynard, 2008). Preventing too-early parenting reduces long term social costs associated with public assistance following the birth of teen mothers' children—roughly 25% receiving TANF

[1] Births to CT residents aged 15 to19 years. These figures include births that occurred in states other than CT.

[2] The population values used for rate denominators are from the 4/1/2010 US Census. The 4/1/2010 Census data are the only available source for town level population counts by age and sex. Since the 4/1/2010 population counts are not the mid-point of the 2012-2016 series, the 4/1/2010 population count may underrepresent the actual 2010-2014 population and thereby slightly over-estimate the rates. The town-based rates published here may be revised when more accurate denominator counts become available.

[3] Birth rates are calculated as births to mothers 15 -19 years per 1,000 female population 15-19 years.

and 40% receiving SNAP (US Department of Health and Human Services, 2020.) Continued investment in effective efforts to reduce too-early parenthood can reduce DSS demand for both TANF and SNAP. It is in the interest of the State of Connecticut, the Department of Social Services, and the families served by the Department to take an active role in preventing early parenthood.

The Department of Social Services is committed to targeting the available public resources to fund only evidence-based teen pregnancy prevention interventions in those Connecticut communities exhibiting the highest birth rates to teenagers. These communities include Waterbury, Hartford, Putnam, New Britain, Meriden, Bridgeport, Norwich, East Hartford, New Haven, Killingly, Groton, Danbury and Torrington (see Table 1.)

Wyman's Teen Outreach Program (TOP), that has been utilized by the Connecticut Department of Social Services since 2008 has yielded encouraging evidence in both the published literature (Allen and Philliber, 2001, Walsh-Buhi et al., 2016, Daley, et al., 2019) as well as in practical community implementation around Connecticut over several years (PRA, 2018, 2019.) **Biblography**, embedded hereto as a hyperlink shall provide research information to respondents. Allen and Philliber (2001) note that while the Teen Outreach Program is typically a broad- based primary prevention program that has been effective with widely diverse youth populations, it is at-risk youth who stand to reap the greatest benefits from this intervention. In a study of 26 Florida high schools, Walsh-Buhi, et al (2016) found that TOP teens, compared to a control group, decreased risky behaviors including being less likely to engage in recent sex. In a one year follow-up study, Daley, et al., (2019) reports that compared to a control group, TOP teens were less likely to be pregnant or to have gotten someone else pregnant. In Connecticut, Philliber (2018, 2019) found that in spite of their heightened risk for becoming teen parents, Hispanic youth in DSS funded TOP programs had lower rates of sexual intercourse when compared to their national counterparts. In addition, among those teens in DSS funded TOP programs who reported that they were sexually active, compared to their national counterparts, TOP teens were more likely to report using a condom at last intercourse. Most importantly, no teens in the DSS funded TOP programs reported becoming a teen parent while participating in TOP.

B.3 Structure, Model and Design: Teen Outreach Program Description

TOP is a positive youth development program, initially established in 1978. TOP was developed as a school-based program that involves youth in volunteer activities within their communities. This volunteer work, or community service learning, is linked to a classroom curriculum that touches on a variety of topics ranging from family conflict to human growth and development. This blend of activities allows young people to become "help givers" as opposed to "help receivers," and thereby empowers young people.

TOP is designed to meet the developmental needs of middle and high school youth (7th – 10th grades) in a variety of settings, including in school and after-school. Curriculum topics include emotion management, problem-solving, decision making, goal setting, health and wellness, healthy decision making, self-understanding, social identity, empathy, communication, relationships and community.

TOP seeks to assist youth with improving their social-emotional management and other life skills. These valuable skills help teens to cope successfully with the demands of modern life and their responsibilities by improving their interpersonal interactions with others through effective decision-making, problem solving and goal setting.

TOP further seeks to support the development of a teen's positive sense of self by fostering teens' self-awareness and self-understanding, including an understanding of physical and sexual development, and self-care strategies. TOP teens also develop a sense of purpose when teens strengthen their relationships with others and their connections to their communities. This sense of purpose in turn buffers teens' stress and plays a critical role in promoting their positive growth.

TOP is a one-year program targeting adolescent youth. TOP materials are available in English, or with a Spanish adaptation manual. TOP may be implemented:

i) As an in-school requirement that is part of a core course;
ii) As an in-school elective; and
iii) As an after-school program.

The content of the TOP curriculum is divided into three books: "Building my Skills", "Learning about Myself", and "Connecting with Others" to empower teens to build a foundation of healthy behaviors, life skills and a sense of purpose. Each book includes lessons that support the developmental levels of teens from 7th to 10th grade: Foundational-level lessons, Intermediate-Level and Advanced. The curriculum also includes an accompanying Facilitators Guide.

TOP Curriculum topics include the following:

- Healthy relationships (for example, how to advocate for one's self);
- Communication and assertiveness;
- Critical thinking and external influences;
- Goal setting;
- Decision making and personal reflection;
- Values clarification to explore their own values;
- Health, wellness and self-understanding; and
- Community service learning.

The community service learning component of TOP involves supervised volunteer opportunities arranged in a variety of settings, depending on the individual community needs and a TOP participant's interests. Examples of activities include work as aides in hospitals or nursing homes, participation in walk-a-thons, peer tutoring, outdoor projects, such as neighborhood clean-up or beautification work. Volunteer events may be arranged for small or large groups, or individual TOP participants, depending on the nature of the activity and/or setting. A key component of the community service learning experience is a period of reflection where teens consider the impact of their service experience and how their efforts made a difference in the lives of others. Community service learning also includes teens planning and preparing for service opportunities. Reflection also explores issues such as self-confidence, social skills, assertiveness, self-discipline. Each teen must complete a minimum of 20 hours of community service learning over the course of the school year.

Additional information on TOP can be found at https://wymancenter.org/top/ Resultant contractors that propose utilizing TOP in their community will be required to purchase the official curriculum from the Wyman Center https://wymancenter.org/top/ prior to TOP implementation.

B.4 Target Population

Respondents should plan to administer the TOP model with groups of youth in any grades from 7th through 10th. Youth should reside in any of the communities listed in Table 1. Respondents must recruit a balance of children that avoids an imbalance towards those who might require significant attention. Focus must be on the program rather than behavioral interventions. All youth recruited for participation in TOP must be appropriate for TOP group setting and have the capacity to participate in Community Service Learning activities that might take place outside of the school setting. Identified participants will not have significant behavioral challenges that would preclude them from full participation in all TOP activities.

Respondents should recruit teens who are considered to have risk factors for teen parenting Any combination of the following factors (CDC,2020; Kirby, et al. 2007.) may indicate that a teen is at risk for teen parenting:

- living in poverty;
- limited maternal educational achievement;
- having a mother who gave birth before the age of 20;
- being from a single-parent home;
- living in a home with frequent family conflict;
- early sexual activity;

- early use of alcohol and drugs; and
- low self-esteem.

Respondents should plan to recruit a total of 50 youth per site with a maximum of 25 youth per club and minimum of 12 youth per club. Respondents may plan for a maximum of three clubs.

C. SCOPE OF WORK

DSS shall fund only evidence-based teen pregnancy prevention interventions in those Connecticut communities exhibiting the highest birth rates to teenagers. These communities include Waterbury, Hartford, New Britain, Meriden, Bridgeport, Norwich, East Hartford, New Haven, Killingly/Putnam, New London/Groton, Danbury, and Torrington (see Table 1.)
Note: Respondents can serve multiple communities and do not need to be located in communities with the greatest need for services but instead must demonstrate in their proposal how they can implement a TOP model for 50 youth in communities listed in Table 1.

Respondents are expected to propose how they will implement a TOP model of teen pregnancy prevention in one of the designated communities in Table 1. Respondents shall identify a host, typically a school, that will embrace the program as prescribed and comport with the TOP model and implement with fidelity. Respondents shall identify a period during the school schedule of no less than 45 minutes, twice per week, for the entire school year beginning no later than September 15th. Afterschool models, while allowed, are not preferred, but must meet the same requirements as if it were administered during the school day. In addition, respondents that elect to utilize an afterschool approach must also describe the plan for transporting children home at the end of programming and to the program, if applicable. Respondents should describe how they will recruit 50 youth before September 15th. (See Target Population for description of appropriate youth for TOP.)

DSS has funded efforts to implement the Wyman TOP model since 2008 and is a Certified Replication Partner with Wyman. Because of this extensive experience with the Wyman TOP model of teen pregnancy prevention, the DSS has considerable experience with "lessons learned" on the effectiveness of different strategies used to implement the Wyman TOP model of teen pregnancy prevention. DSS funded TOP programs will participate in continuous process and outcome evaluations to maintain fidelity to the model and maximize program effectiveness.

In addition, DSS funded TOP programs will comply with all Standards for Certification as follows:

- DSS funded TOP programs will all participate in a state-wide quality assurance plan that includes:
  - Club observations;
  - Professional development;
  - Monthly data collection (Respondents should select staff who are proficient in Microsoft Office products);
  - Bi-annual surveys of program participants; and
  - Participation in quarterly meetings.
- All TOP facilitators will complete initial TOP training and all additional required trainings.
- No TOP clubs will exceed a TOP-teen to TOP-trained facilitator ratio of 25 to 1.
- TOP clubs will meet at least twice per week throughout the school year, beginning no later than September 15th, for a minimum of 45 minutes and ideally 60 minutes.
- A minimum of 75% of TOP teens who complete minimum program attendance will also complete a minimum of 20 hours of meaningful community service learning during the school year.
- TOP clubs will provide at least 12 lessons from the Wyman TOP curriculum over the course of the school year.

Appendix 1., embedded hereto as a hyperlink presents the TOP Club Observation and Facilitator Feedback Rubric. Respondents should review this Appendix carefully. Programs should be prepared to start no later than September 15th during any given program year. TOP clubs must meet at least two times per week in an appropriate setting. TOP clubs must be prepared at the onset of each school year with a minimum of 50 youth enrolled.

In order to comport with the model and implement the program with fidelity, Respondents must recruit a balance of children that avoids an imbalance towards those who might require significant attention. Focus must be on the program rather than behavioral interventions. Club lesson plans must begin Community Service Learning during the first four weeks of programming. Respondents planning to implement TOP clubs within a school setting should include letters of commitment from school administrators that acknowledge their support of the use of the TOP model as outlined in the Standards for Certification within their schools, including the development of appropriate community service learning projects on school grounds and/or appropriate travel plans to perform Community Service Learning projects. Letters of commitment should also indicate that schools are in agreement that TOP clubs on campus will meet twice per week for the entire school year and that youth participating in TOP are capable of engaging in all TOP activities. Respondents are strongly advised that successful implementation of the TOP model is most likely to occur within schools who embrace the program and its goals and objectives and are fully committed to the TOP model as described here.

Each TOP club will be monitored in person at least once per school year by DSS or their appointee. During these monitoring visits, the TOP Club Observation and Facilitator Feedback Rubric is used as a means to give feedback to TOP Facilitators. These in person observations as well as two annual attendance data reviews will be used as a continuous quality improvement tool.

Respondents must demonstrate that they will be able to fulfill the need to administer both pre- and post-tests to program participants as well as submitting monthly attendance reports in a timely fashion. Connecticut's TOP clubs undergo substantive monitoring and evaluation of their capacity to maintain fidelity to the TOP model. Respondents should include a one-page summary of their experience with submitting timely and periodic data reports to a grantor. Respondents who have been teen pregnancy prevention program providers in the last two (2) years are required to submit a list of the dates their monthly data was submitted to Philliber Research Associates (PRA).

Regular attendance at TOP club meetings is a key to successful implementation of the TOP model. Wyman defines regular attendance as no less than 75% of all TOP club meetings. Recent research (Hayes et al., 2014) on the TOP model has shown some strategies are especially effective in improving attendance patterns and retention. Respondents should be prepared to implement the following strategies:

- Utilizing a "drop box" for returning enrollment materials.
- Using incentives such as raffles for gift cards, pizza parties, etc.
- Presence of TOP staff at school sites during non-program hours such as lunch time.
- Gift cards at attendance milestones.
- Handing out incentives that are earned on the day of administration of the post-program survey to increase the likelihood that participants complete the full year of programming.

SECTION IV – PROPOSAL OUTLINE

A. INTRODUCTION

This section presents the required outline that must be followed when submitting a proposal in response to this RFP. Proposals must include a Table of Contents that exactly conforms with 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.

In some response sections the Department specifies a maximum number of pages for a response. The Department believes that this is a reasonable maximum number of pages and is intended to ensure that the response is focused on the requirements of this specific RFP. The stated maximum number of pages should not be used as a target or used to infer the relative importance of one section over another.

B. ADMINISTRATIVE REQUIREMENTS

The proposal must be organized as specified below:

The respondent must complete and submit the specified documents and forms in the same order in which they appear in this Section IV. B. Administrative Requirements.

B.1 Cover Sheet

See RFP Section I.D.2 for information.

B.2 Table of Contents

See RFP Section I.D.3 for information.

B.3 Claim of Exemption from Disclosure

See RFP Section I.C.10 for information.

B.4 Conflict of Interest - Disclosure Statement

See RFP Section I.C.11 for information.

B.5 Executive Summary

See RFP Section I.D.4 for information.

B.6 Terms and Conditions Declaration

The respondent should state that they can comply and are willing to enter into an agreement under the Terms and Conditions referenced by this RFP.
Any proposed changes to the Terms and Conditions must be specific and described here for them to be considered during contract negotiations. The State will not accept broad or open-ended statements. It should be noted that if the State determines the proposed changes to be material, it can deem a proposal to be non-compliant and therefore not evaluate it further.

B.7 Minimum Qualifications

The purpose of this subsection is to validate that the respondent meets the minimum criteria for a respondent as per Section I. C. 5. The respondent should list each requirement from Section I. C. 5 and attest their compliance or otherwise and then provide the Department with a way to verify the information, e.g., list projects with references, link to published records to confirm revenue and profitability.

B.8 References

The Respondent shall provide a list of three specific programmatic references for the Respondent and for each proposed subcontractor, if applicable. References are preferably to be provided from within the last five (5) years of professional work that are of similar scope and focus of this RFP. References shall include the organization's name, the name of a specific contact person in the organization, a summary of the services the organization provides, the mailing address, telephone number, and email address of a specific contact person. The contact person must be an individual familiar with the organization and its day-to-day performance. The following cannot serve as references: CT DSS staff, the Respondent's current employees, officers, directors, or principals. If the Respondent or proposed subcontractor has been a State contractor within the last five years, the proposal must include a State of Connecticut reference, except CT DSS staff reference which shall not be accepted. Respondents are strongly encouraged to contact their references to ensure the accuracy of their contact information and or their willingness and capability to provide references. References shall be considered minimum submission requirements therefore they will not be a part of the evaluation process.

B.9 Forms

- **Certification Regarding Lobbying**
- **Nondiscrimination Certification**
- **Gift and Campaign Contributions (OPM Ethics Form 1)**
- **Consulting Agreement Affidavit (OPM Ethics Form 5)**
- **Affirmation of Receipt of State Ethics Laws Summary (OPM Ethics Form 6)**
- **Iran Form (OPM Ethics Form 7)**
- **Notification to Respondents, Part I-V (CHRO)**
- **Addendum Acknowledgement(s)**

An addendum acknowledgement form is included with each posted addendum.

B.10 Appendices

Appendix 1. TOP® Club Observation and Facilitator Feedback Form

C. PROPOSAL REQUIREMENTS

The Respondent must complete and submit the specified documents and forms in the same order in which they appear in Section IV.C. Proposal Requirements. Proposal requirements are the only documents to be evaluated.

C.1. Organizational Overview and Requirements
C.2. Service Delivery
C.3. Staffing Requirements
C.4. Cost Proposal

C.1 Organizational Overview and Requirements *(Maximum Fifteen Pages)*

General - Responses to the requirements in this section must describe the background and experience of the Respondent and any proposed subcontractors. The responses must also address details regarding the size and resources of the Respondent and any proposed subcontractors, and their experience relevant to the provision of teen pregnancy prevention services.

A qualified not-for-profit organization or municipality is one that has a minimum of three years of demonstrated direct service experience providing programming for at risk youth from multi-racial and multi-ethnic populations. Not-for-profit organizations or municipalities that have only acted as fiduciary agents or funding "pass through" agencies do not meet the demonstrated direct service experience requirement.

a. Administrative and Operational Capabilities - To submit a responsive proposal, the Respondent shall include a summary of its overall qualifications to implement a teen pregnancy prevention program implementing the Teen Outreach Program (TOP) model. At a minimum, the summary must include the following specific details regarding the bidding organization and, if applicable, any proposed subcontractors for the direct provision of services:

(1) Date of agency establishment, the agency mission at time of establishment, the current agency mission and if the current agency mission is different from the original, a description of the changes in focus that led to the current mission;
(2) Agency size, including annual budget, revenues, number and type of personnel;
(3) A listing and brief description of other programs operated by the organization;
(4) Organizational changes within the last two years, including any reorganization and/or turnover of key personnel, acquired grants for current programs, lost grants, including the reasons for loss of grants;
(5) Technological capabilities, challenges, and goals of the bidding organization;
(6) Agency experience relevant to the functions to be performed under this Request for Proposal and a listing and summary of recent contracts (defined contracts that are currently or were during the past five years in effect) for similar services;
(7) Experience serving culturally and linguistically diverse populations;
(8) Experience providing services that are culturally sensitive and appropriate;
(9) A description of the agency's ability to meet the bilingual needs of potential Program participants; and
(10) Experience serving children touched by multiple service systems, including the child welfare and / or juvenile justice system.

b. Experience /Contracts

Contracts - To submit a responsive proposal, The Respondent shall describe its experience and success related to the Scope of Services for the Teen Pregnancy Prevention project including the following information concerning the Respondent's experience with other contracts or projects similar to the type of services contemplated by this RFP, whether ongoing or completed.

The Respondent's response to this section must clearly demonstrate that the Respondent has a minimum of three years experience in providing youth programming for at risk youth from multi-racial and multi-ethnic populations. Failure to demonstrate the minimum experience requirement shall disqualify the Respondent from further consideration. Respondent's Corporate Experience is not included in section page limitation.

To submit a responsive proposal, the Respondent shall**:**

(1) Identify all state agencies and commercial vendors for which the Respondent has engaged in similar or related contract work;
(2) Describe its contracts or the work performed in the past three years for those state agencies or commercial vendors identified above;
(3) Provide contact information for those projects including name of customer's project officer, title, address, telephone number, and e-mail address;
(4) Provide information on the contract term including the contract signing date, the project initiation date, the initial scheduled completion date, and the actual completion date;
(5) List all sanctions, fines, penalties, or letters of noncompliance issued against the Respondent by any of the contracting entities listed above during the three years immediately preceding the release date of this RFP (the list shall describe the circumstance eliciting the sanction or letter of noncompliance and the corrective action or resolution to the sanction, fine, penalty, or letters of noncompliance; if no sanctions, fines, penalties, or letters of noncompliance were issued, a

statement that attests that no sanction, penalty, or compliance action has been imposed on the Respondent within the three years immediately preceding the date of this RFP must be submitted); and

(6) Describe how the Respondent contributed creativity, innovation, and problem-solving expertise to a collaborative relationship with the governmental entity or commercial vendor for selected contracts listed above.

c. Small, Minority, or Women's Business Enterprise - Section 32-9e of the Connecticut General Statutes (C.G.S.) sets forth the requirements of each Executive Branch agency relative to the Connecticut Small Business Set-Aside program. Pursuant to that statute, twenty-five percent of the average totals of all contracts let for each of the three previous fiscal years must be set aside. The Department requires that the resultant contractor make a good-faith effort to set aside a portion of the resultant contract for a small, minority, or women's business enterprise as a subcontractor. Such subcontractors may supply goods or services. Prospective Respondents may obtain a list of firms certified to participate in the Set-Aside program by contacting the State of Connecticut Department of Administrative Services at the DAS Web site at https://portal.ct.gov/DAS/Procurement/Supplier-Diversity/SBE-MBE-Program-Certification-Application-Small-or-Minority-Business-Enterprise or by calling 860-713-5236. During the evaluation process, special consideration will be given to those Respondents who document their use of a certified small business and/or demonstrate the Respondent's commitment to, whenever possible, use a certified small business. To submit a responsive proposal, the Respondent shall describe how it will set aside a portion of the resultant contract for a small, minority, or women's business enterprise as a subcontractor, or describe why, despite good faith efforts, this requirement may not or can not be met.

C.2 Service Delivery *(Maximum Thirty Pages)*

General Information: Responses for this section must describe the Respondent's capability and competence to perform the requirements specified in this RFP. Respondent that propose the use of subcontractors must present the same information about the proposed subcontractors as for Respondent.

No Rewrites - The Department does not want a rewrite of the RFP requirements, since such a proposal would show a lack of understanding of the project and an inability to provide appropriate levels of support and guidance for the implementation of this type of project.

a. Program Services - Program services must be provided directly by the resultant contractors. The Department shall not fund programs through this RFP that duplicate existing programs or services. To submit a responsive proposal, the Respondent shall describe what programs shall implement that utilize the Wyman Teen Outreach Program (TOP) identified in this RFP.

b. Targeted Communities - To submit a responsive proposal, the Respondent shall identify at least one of the specified Connecticut communities (in Table 1) to provide direct primary teen pregnancy prevention services to at-risk youth from multi-racial and multi-ethnic populations. For each community identified, the Respondent shall describe their own agency's ties to the community or communities and also describe the teen selection process to how they will ensure they are targeting youth at risk for becoming teen parents.

c. Work Plan –The Work Plan must be sufficiently detailed to satisfy the Department that the work will be performed in a logical sequence, in a timely manner, and with an efficient use of resources.
The respondent shall describe how it will roll out a program by the first week of school based on the agreement that the respondent has with the school system to provide direct Program services utilizing the Wyman Teen Outreach Program (TOP) identified in this RFP.

A responsive proposal must clearly describe a work plan that includes a timeline for program implementation. The timeline must identify each task/action step, start and end dates, and the lead persons responsible for completing the task/action step. The timeline must cover the entire resultant contract period. A one -page pictorial timeline or flowchart that addresses the factors listed is required.

The timeline may include a start-up period of 60-90 days prior to providing program services to at risk youth. Start-up activities may include staff hiring, recruiting of program participants, and the identification of potential community service-learning placement sites. <u>To submit a responsive proposal, the Respondent shall</u>:

(1) Clearly describe an implementation plan that, at a minimum, addresses the following start up activities including:
   (a) Staff recruitment, hiring, orientation and training;
   (b) facility identification and preparation needs; and
   (c) recruitment of at-risk youth from multi-racial and multi-ethnic populations.

<u>NOTE: The schedule of start-up activities shall allow for 3 to 5 days of DSS TOP training.</u>

d. **<u>Collection and Submission of Outcome Measures</u>** - The resultant contractor shall be expected to collect and provide timely reporting of outcome data. Timely reporting includes administration of pre-tests within the first month of programming and post-tests before the last two weeks of programming. Attendance data must be submitted monthly without fail using the format provided by the Independent Evaluator at the beginning of each school year. The Department shall use this data to monitor actual program achievement relative to established measurable program outcomes.

Proposals must include detailed experience in collecting and reporting monthly data, as well as administration of, pre and post-tests. To submit a responsive proposal, the Respondent shall describe its experience with administering pre and post-tests as well as collecting and submitting program data on a regular basis.

e. **<u>Independent Evaluation Participation</u>** – The resultant contractor shall be required to participate in an independent evaluation of their program, funded by the Department. The award of funds shall be contingent upon the resultant contractor's agreement to cooperate fully with the evaluator. The Department has retained the services of Philliber Research Associates, Inc. (PRA) of Accord, New York. Dr. Susan Philliber a nationally known evaluator of teen pregnancy prevention programs in the United States heads PRA.

The independent evaluation shall address both process and impact shall involve careful documentation of program activities and specific participant outcomes, including but not limited to, clear reduction in risky behaviors and pregnancies among program participants. PRA will provide evaluation tools.

The resultant contractor shall be responsible for the administrative task of data collection, and the accurate, timely reporting of the collected data. The resultant contractor will be required to collect and submit data on a monthly basis to PRA and/or the Department, as requested, for compilation and analysis. Annual reports on each program will be prepared by PRA and issued to the Department along with the individual programs.

<u>To submit a responsive proposal, the Respondent shall</u> clearly demonstrate its capability and experience with cooperating with the independent evaluation process. Respondents who have been teen pregnancy prevention program providers in the last two (2) years are required to submit a list of the dates their monthly data was submitted to Philliber Research Associates (PRA).

f. **<u>Technical Assistance</u>** – The Department shall provide programmatic oversight and support including, but not limited to:

(1) Providing initial orientation and basic training for the Teen Outreach Program model.
(2) Monitoring the Contractor's performance and requesting updates as appropriate.
(3) Responding to requests for policy interpretations.
(4) Providing technical assistance to the Contractor as necessary to accomplish the expected

outcomes.
(5) Providing a project liaison.

To submit a responsive proposal, the Respondent shall propose any additional support the Respondent requires from the Department to perform all project tasks in any resultant contract.

C.3 **Staffing Requirements –** *(Maximum Five Pages)*

A responsive proposal must include the following key positions responsible for the operation and success of the program and include job descriptions, candidate requirements and if applicable, a resume for proposed key personnel for each proposed key position.

Key positions shall include:

(1) Supervisor provides regular, consistent, on-site supervision of the Facilitator, and overall program implementation. A supervisor will dedicate a set number of hours per week for supervision of the Facilitator. A key element of the supervisor's role is to assist the Facilitator with program set-up requirements that comport with the TOP model. The Supervisor will also act as a liaison between the provider, program Facilitator, and the host school. Lastly, the Supervisor will attend site-visits as deemed necessary by the DSS.

(2) Full-time Facilitator of the TOP is responsible for implementing weekly TOP® sessions, coordinating community service learning opportunities, and providing overall support for teens enrolled in the program. S/he will facilitate the program according to the evidence-based "Wyman's Teen Outreach Program®" approach and support the evaluation and continual quality improvement of the program.

Essential Functions of This Position:

(a) Facilitate the Teen Outreach Program® in accordance with the training received from DSS.
(b) Plan and facilitate lessons from the TOP curriculum at twice weekly TOP® meetings.
(c) Facilitate planning and implementation of community service learning activities with TOP® teens, ensuring teens have the opportunity for a minimum of 20 hours of community service learning within the 9-month program.
(d) Provide "continuing contact" support to designated TOP® teens (maintaining their school and community service information, keeping them connected to the program, serving as a liaison with their parent/guardian) through email, phone calls, and personal interaction.
(e) Maintain healthy and appropriate relationships with TOP® teens, focusing on safety, support, interaction, and engagement.
(f) Ensure accurate and timely implementation of TOP® program evaluation and continual quality improvement activities. This includes ensuring teens complete pre- and post-program surveys.
(g) Maintain accurate and up-to-date enrollment forms, attendance records, and service records on all youth.
(h) Maintain professional, timely, and open communication with DSS.

Position Qualification Requirements:

(a) Education: Bachelor's degree in youth development, social work, psychology, education, or related field preferred; equivalent work experience will be considered.
(b) Experience: Minimum 1-year experience in teen program delivery.

Skills & Abilities:

(a) Evidence of success in youth and family interactions.

(b) Knowledge of the stages of youth development and positive approaches to behavior management.
(c) Program implementation experience with teens.
(d) High level of interpersonal skills to handle sensitive and confidential information.
(e) Ability to interact professionally and communicate effectively with individuals at all levels of the organization, and partner organizations.
(f) Ability to foster diversity and open communication within teams and programs.
(g) Strong verbal and written communication skills.
(h) Strong analytical and problem solving skills.
(i) Ability to work individually as well as part of a high performing team.
(j) Working knowledge of word processing, excel spreadsheet, and database software, and web-based computer programs.
(k) Successful co-facilitation experience preferred.

(3) Assistant Facilitator. The role of this person is to actively participate in the facilitation of the program specifically helping to manage classroom behavior, daily program routines and reminders, and otherwise assisting the Facilitator to administer TOP. If the Assistant has successfully completed TOP training, he or she can fill in for the Facilitator in his or her absence. This position can be part time or an internship, if the intern's commitment is for the full program year.

If the key positions are not currently established and/or filled, the proposal must include a detailed description and timeline of the steps to be taken to establish and fill the key positions before August 1st to ensure that someone is hired and ready to be trained.

(a) Corporate Project Unit - To submit a responsive proposal, the Respondent shall**:**

1) Provide an organizational chart detailing how the staffing for the proposed project fits within the entire structure of the Respondent.
2) Provide the names and titles of proposed key personnel for the project and the hours and percentages of time dedicated to the project.
3) Justify its staffing resources to successfully meet its RFP response requirements in light of any other similar obligations for any other entity.

(b) Management Plan - To submit a responsive proposal, the Respondent shall:

1) Provide a description of the duties, authority, and responsibilities of each of the key personnel including the number and type of key personnel under their direct supervision.
2) Provide the names of key personnel who are not full-time staff of the Respondent including a complete description of their employment status with the Respondent.
3) Provide the company's organizational structure indicating lines of authority.
4) Provide a description of any other current or planned contractual obligations that might have an influence on the Respondent's ability to perform the work under a resultant contract.

(c) Job Descriptions and Resumes - To submit a responsive proposal, the Respondent shall:

1) Provide job descriptions and candidate requirements for proposed key positions, and if applicable, resumes for key personnel proposed to fill the key positions.
2) Describe the contract-related experience, credentials, education and training, and work experience required in job descriptions for proposed key positions and in the resumes for key personnel proposed to fill the key positions and include:
    i. Experience with Respondent;
    ii. Education, experience, and training relevant to the services contemplated by this RFP; and
    iii. Names, positions, titles, and telephone numbers of persons able to provide information concerning the persons' experience and competence.

Resumes for key personnel proposed to fill the positions are limited to two pages per resume. Job Descriptions and Resumes provided by the Respondent are not included in section page limitation.

d) Job Personnel and Tasks - To submit a responsive proposal, the Respondent shall:

1) Describe the relationship between specific personnel for whom resumes have been submitted (or job descriptions for proposed positions) and the specific tasks and assignments proposed to accomplish the Scope of Services and a justification of the individual's function based on the individual's competence including the Respondent's:

   i. Procedures to secure and retain professional staff to meet the resultant contract requirements; and
   ii. Method to evaluate personnel performance.

C.4 Cost Proposal - *(Maximum Ten Pages)*

A responsive proposal must include the following information about the Respondent's fiscal stability, accounting and financial reporting systems, and relevant business practices.

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.**

No cost information or other financial information may be included in any other portion of the proposal. Any proposal that fails to adhere to this requirement may be disqualified as non-responsive. Each proposal must include cost information and other financial information in the following order:

a. Audited Financial Statements - To submit a responsive proposal, the Respondent shall provide audited financial statements for each of the last two fiscal years including any audit findings and management letter/agency response. If audited financial statements for each of the last two fiscal years are not available, the Respondent shall provide comparable statements that will document the financial stability of the Respondent and include an explanation of the submission of documents other than audited financial statements. The Department reserves the right to reject the proposal of any

Respondent that is not financially viable based on the assessment of the annual financial statements. Audited Financial Statements provided by the Respondent are not included in section page limitation

b. Budget– Budget appropriations are as follows:

Teen Outreach Program site – A budget up to $78,000.00 per program year.

Each TOP program site is expected to serve at least 50 youths. The Department expects to fund at least one Teen Outreach Program in each of the communities identified in Table 1.

Budget To submit a responsive proposal, the Respondent shall propose an annual line-item budget for 3 years contract term: July 1, 2021 through June 30, 2024, using the Budget TPP RFP 2020, embedded herein as a hyperlink.

The budget form shall provide:

i. The cost for each contract year:
   - Year One (1): 07/01/2021 - 06/30/2022
   - Year Two (2): 07/01/2022 - 06/30/2023
   - Year Three (3): 07/01/2023 - 06/30/2024

ii. A total cost for the contract period: 07/01/2021 - 06/30/2024.

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 18 % 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 18% percent of the quarterly expenditures reported. The remaining balance of the total funding request shall be for the activities required by this RFP.

c. **Budget Justification/Narrative** - To submit a responsive proposal, the Respondent shall provide a narrative that explains and details the anticipated program costs, including a rationale for each line item included in the budget. The narrative shall include a brief explanation of each staff position, the number of hours worked weekly, number of weeks worked yearly, and hourly rates.

SECTION V. APPENDICES

Appendix 1. TOP® Club Observation and Facilitator Feedback Form.

Section I: This section covers background information and multiple measures of the preparation for TOP that was done by the Facilitator. Only questions 7 through 15 are scored. Each "yes" answer to these questions is worth 4 points.

Section II: The items in this section are grouped into two categories—Facilitator Behaviors and Teen Engagement/Behaviors. Observers should mark either Achieved or Needs Improvement for each item directly on the form during the observation, noting key behaviors/language to support ratings. "Not able to observe" should be marked when the behavior could not be assessed because it did not occur. Questions about Facilitator Behaviors, if consistently demonstrated, are given 3 points each. If the particular Facilitator Behavior would benefit from improvement, the Observer will score the behavior between 0 and 2 points, dependent upon what is observed. Questions about Teen Engagement/Behaviors, if consistently demonstrated are given 4 points each. If the particular Facilitator Behavior would benefit from improvement, the Observer will score the behavior between 0 and 3 points, dependent upon what is observed.

Section III: In order to achieve continuous improvement in the facilitation and implementation of the Teen Outreach Program, it is necessary for facilitators to demonstrate that they are open to receiving feedback from the Observers. If the Facilitator demonstrates openness to feedback, add 10 points.

Final scores are derived by adding the points from all three sections of the observation form. If observational visits are needed and/or additional training needs are identified, this is indicated. Facilitators are asked to sign and date the observation form, indicating that they received feedback as a TOP® Facilitator.

Section I: Program Set-up

1. Facilitator Name:		
2. Last TOP training completed by Facilitator:		
3. Lesson to be observed and goals of lesson:		
4. Provider Name:		
5. Club Name:		
5. Observer Name/Role:		
6. Community Service Learning (CSL) and/or other plans for meeting:		
7. Does the Program Start Date occur no later than 9/15? (4 pts)	☐ **Yes**	☐ No
8. Is it planned for the club to meet twice per week or more? (4pts)	☐ **Yes**	☐ No
9. Is the Facilitator prepared with the appropriate materials, handouts, etc.? (4 pts)	☐ **Yes**	☐ No
10. Are the meeting space/environment & timing appropriate for TOP? (4 pts)	☐ **Yes**	☐ No
11. Are there 50 teens enrolled at start-up but no more than 55? (4 pts)	☐ **Yes**	☐ No
12. Do the teens set the group ground rules which are posted? (4 pts)	☐ **Yes**	☐ No
13. Do teens have choice and input in selecting service work? (4 pts)	☐ **Yes**	☐ No
14. Does the TOP Facilitator appear to like and care about youth? (4 pts)	☐ **Yes**	☐ No
15. Does CSL begin during the first four (4) weeks of programming? (4 pts)	☐ **Yes**	☐ No

Section II: Facilitator Behaviors and Teen Engagement

Observation of Facilitator Behaviors	Achieved: Demonstrated consistently (3 pts)	Needs Improvement: Not demonstrated consistently (0 to 2 pts)	Not able to observe	Specific examples of language or behavior to support rating
1. The briefing, experience, reflection, debrief and application phases were evident during the session and clearly flowed throughout the meeting.	☐	☐		
2. The behavior and words of the facilitator were respectful, supportive and friendly.	☐	☐		
3. The facilitator modeled healthy emotion management strategies. e.g., active listening, remaining calm, communicating effectively and honestly about emotion; respectfully acknowledging and validating emotions in others.	☐	☐		
4. The facilitator coached teens in handling their emotions. e.g., encouraged problem solving in response to challenging emotions; suggested strategies for dealing with them	☐	☐		

Observation of Facilitator Behaviors	Achieved: Demonstrated consistently (3 pts)	Needs Improvement: Not demonstrated consistently (0 to 2 pts)	Not able to observe	Specific examples of language or behavior to support rating
5. The facilitator modeled empathy skills with teens. e.g., attempt to help teens see that others are entitled to their opinions and that it is okay to have differing points of view.	☐	☐		
6. The facilitator cultivated a safe and caring space. e.g., employ appropriate structure for sharing different cultural backgrounds, personal beliefs, and stories (particularly those that are emotionally charged) without judgment and addressed any conflicts between teens.	☐	☐		
7. The facilitator encouraged teens to persist through challenging work.	☐	☐		
8. The facilitator provided assistance as needed to help teens learn and solve problems independently.	☐	☐		
9. The facilitator successfully structured the dialogue within the group. e.g., frequent use of open-ended questions; built on comments of teens; brought relevant issues to teens into discussion; drew teens into the conversation.	☐	☐		

Observation of Facilitator Behaviors	Achieved: Demonstrated consistently (3 pts)	Needs Improvement: Not demonstrated consistently (0 to 2 pts)	Not able to observe	Specific examples of language or behavior to support rating
10. The facilitator kept the group focused and on topic, including re-directing any off topic comments in a firm but positive way.	☐	☐		
11. The facilitator was fully engaged throughout the lesson/activity.	☐	☐		
12. The facilitator showed acceptance of teens' viewpoints, demonstrating a non-judgmental approach throughout the lesson/activity. e.g., facilitator's personal values were not evident during the session. No particular belief system was presented as better than others.	☐	☐		
13. The facilitator applied 3 or more 'multiple intelligence' approaches for participant engagement. Musical/rhythmic, body kinesthetic, verbal/linguistic, naturalist, visual/spatial, intrapersonal, interpersonal, logical/mathematical.	☐	☐		
14. The facilitator connected some aspect of the lesson to CSL, if appropriate, (3pts) or at least made mention of CSL (2pts).	☐	☐		

Observation of Teen Engagement/Behavior	**Achieved:** Behavior demonstrated consistently (4 pts)	**Needs Improvement:** Behavior not demonstrated consistently (0 to 3 pts)	**Not able to observe**	**Specific examples of language or behavior to support rating**
1. Teens were engaged and participating in the lesson or activity. e.g., may include verbally; in writing; or quietly listening, but attentive	☐	☐		
2. High teen talk time during their participation in discussions. e.g., most of discussion was led by and/or contributed to by the teens.	☐	☐		

3. Teens demonstrated positive relationships with their peers in the group. e.g., evident through supportive, trusting interactions among the teens.	☐	☐		

Section III: Facilitator's Need for Remediation

Remediation Needs	Yes	No	Date of return visit if needed	Concerns or details
Facilitator was open & receptive to feedback				
Additional training needs identified				

SCORING

Background & preparation points (Max =36)	
Facilitator Behavior points (Max = 42)	
Teen Engagement points (Max = 12)	
If the Facilitator was open to feedback, add 10 points	
Total Points (Max = 100)	

I acknowledge that I was observed and subsequently provided with feedback as a TOP Facilitator today.

Print name and date:

____

Signature:

____