

STATE OF CONNECTICUT PROCUREMENT NOTICE**Request for Proposals (RFP)**

**Issued by the State of Connecticut Department
of Mental Health and Addiction Services
(DMHAS)
Evidence Based Practices
Supported Employment Request for Proposals
(DMHAS EBP SE RFP 2022)**

October 21, 2021

The Request For Proposal is available in electronic format on the State Contracting Portal by filtering by Organization for Department of Mental Health and Addiction Services
<https://portal.ct.gov/DAS/CTSource/BidBoard>
or from the Agency's Official Contact:

Name: **Marcia McDonough**
Address: 410 Capitol Avenue
P.O. Box 341431
Hartford, CT 06134
Phone: (860) 418-6672
E-Mail: Marcia.McDonough@ct.gov

The RFP is also available on the Department's website at
<http://www.ct.gov/dmhas/site/default.asp>

**RESPONSES MUST BE RECEIVED NO LATER THAN
JANUARY 7, 2022 3:00 PM EST**

**A BIDDERS' CONFERENCE WILL BE HELD TUESDAY,
NOVEMBER 16, 2021
at 12:00 PM**

The DMHAS is an Equal Opportunity/Affirmative Action Employer. The Agency reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the State of Connecticut (State).

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I. GENERAL INFORMATION

■ A. INTRODUCTION

- 1. RFP Name and Number. DMHAS Evidence Based Practices Supported Employment (RFP # DMHAS EBP SE 2022)** The number will be used on each page of the main proposal and cover sheet of proposals submitted in response to this RFP.
- 2. RFP Summary.** The Connecticut Department of Mental Health & Addiction Services (DMHAS) is the primary funding entity for Supported Employment (SE) services for adults with mental health or co-occurring mental health and substance use disorders. DMHAS seeks to continue providing a high quality statewide network of SE services. The goals of SE are to increase integrated, competitive employment for the target population described above.
- 3. RFP Purpose.** To establish and implement a statewide network of SE services to assist adults with mental health or co-occurring mental health and substance use disorders to gain integrated, competitive employment.
- 4. Commodity Codes.** The services that the Agency wishes to procure through this RFP are as follows:
 - **93000000:** Politics and Civic Affairs Services
 - **86000000:** Education and Training Services
 - **85000000:** Healthcare Services

■ B. INSTRUCTIONS

- 1. Official Contact.** The Agency 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 Agency. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Agency employee(s) (including appointed officials) or personnel under contract to the Agency about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: **Marcia McDonough**
Address: 410 Capitol Avenue
P.O. Box 341431
Hartford, CT 06134
Phone: (860) 418-6672
E-Mail: Marcia.McDonough@ct.gov

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

- 2. Registering with State Contracting Portal.** Respondents must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered. Respondents shall submit the following information pertaining

to this application to this portal (on their supplier profile), which will be checked by the Agency contact.

- Secretary of State recognition – Click on appropriate response
- Non-profit status, if applicable
- Notification to Bidders, Parts I-V
- Campaign Contribution Certification (OPM Ethics Form 1):
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

3. RFP Information. The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- Agency’s RFP Web Page
<https://portal.ct.gov/DMHAS/RFPs/Index/RFPs-and-RFQs>
- State Contracting Portal (go to CTsource bid board, filter by DMHAS
<https://portal.ct.gov/DAS/CTSource/BidBoard>

It is strongly recommended that any proposer or prospective proposer interested in this procurement check the Bid Board for any solicitation changes. Interested proposers may receive additional e-mails from CTsource announcing addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

4. Procurement Schedule. See below. Dates after the due date for proposals (“Proposals Due”) are non-binding target dates only (*). The Agency may amend the schedule as needed. Any change to non-target dates will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and, if available, the Agency’s RFP Web Page.

- RFP Released: October 21, 2021
- **Mandatory** Letter of Intent Due: November 4, 2021 3:00 PM
- RFP/Bidder’s Conference: November 16, 2021 Time:12:00 PM-1:00 PM
- Deadline for Questions: November 23, 2021 3:00 PM
- Answers Released: December 2, 2021
- Proposals Due: January 7, 2022 3:00 PM
- (*) Proposer Selection: TBD
- (*) Start of Contract Negotiations: March 21, 2022
- (*) Start of Contract: July 1, 2022

5. Contract Awards. The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Agency. The Agency anticipates the following:

- Total Funding Available: \$8.7 million
- Number of Awards: TBD
- Contract Cost: TBD
- Contract Term: July 1, 2022 Start Date
- Funding Source: State General Funds

6. Eligibility. Proposals may only be submitted from private provider organizations (defined as non-state entities that are either nonprofit or proprietary corporations or partnerships).

- 7. Minimum Qualifications of Proposers.** To qualify for a contract award, a proposer must have the following minimum qualifications:
- Experience working with 18 year or older adults with mental health or co-occurring mental health and substance use disorders
 - Experience working with the Connecticut Behavioral Health System
- 8. MANDATORY Electronic Letter of Intent.** A Mandatory Letter of Intent (LOI) is required to respond to this RFP. *Please refer to Attachment A.* The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number, and e-mail address. It is the sender's responsibility to confirm the Department's receipt of the LOI. **The LOI must include the Geographic Area being proposed to deliver SE services. Each Geographic Area being proposed must be submitted as a separate and distinct proposal.**

Please refer to SECTION II. PURPOSE OF RFP AND SCOPE OF SERVICES C. SCOPE OF SERVICE DESCRIPTION for the listing of Geographic Areas.

At its discretion, the Department may distribute any amendments to this RFP to prospective proposers who submitted a Letter of Intent.

9. Inquiry Procedures.

Noteworthy: ONLY questions submitted by prospective proposers who submitted a MANDATORY Letter of Intent will be answered.

All questions regarding this RFP or the Agency's procurement process must be directed, in writing, electronically, (e-mail) 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(s) will be answered. However, the agency 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 Agency may or may not respond to questions received after the deadline. If this RFP requires a Letter of Intent, the Agency reserves the right to answer questions only from those who have submitted such a letter. The Agency may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The agency will release the answers to questions on the date(s) established in the Procurement Schedule. The Agency will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Agency's RFP Web Page. At its discretion, the Agency may distribute any amendments to this RFP to prospective proposers who submitted a Letter of Intent or attended the RFP Conference.

- 10. RFP Bidder's Conference.** A Virtual RFP Bidder's conference will be held on **November 16, 2021; Time 12:00 PM-1:00 PM. Invitations will be forwarded to prospective proposers who sent in the Mandatory Letter of Intent.**

Prospective proposers will be provided an opportunity to submit questions via email to the Official Contact Person. All questions submitted will be answered in a written Addendum to this RFP, which will serve as the Department's official response. 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 Addendum on the date established in the Procurement Schedule. The Department will publish any and all Addenda to this RFP on the State Contracting Portal and on the Department's Web Site.

11. Electronic 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: January 7, 2022**
- **Time: 3:00 PM EST**

Proposals received after the due date and time will be ineligible and will not be evaluated. The Agency will send an official letter alerting late respondents of ineligibility.

An acceptable submission must include the following:

- One (1) conforming electronic copy of the original proposal FOR EACH Geographic Area.

The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Evaluation Review Committee.

The electronic copy of the proposal must be emailed to official agency contact for this procurement. The subject line of the email must read: **DMHAS EBP SE RFP 2022**. Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 25 MB as this reflects The Agency's server limitations. Respondents should work to ensure there are not additional IT limitations from the provider side.

12. Multiple Proposals. The submission of a maximum of three (3) proposals from the same proposer is an option with this procurement. To be clear:

A proposer may submit a maximum of three (3) proposals, meaning three (3) Geographic Areas with the cities/towns and slots indicated in each Geographic Area.

NOTEWORTHY: Each Geographic Area shall be submitted as a SEPARATE PROPOSAL. Please reference SECTION III. PROPOSAL SUBMISSION OVERVIEW A. 2. Cover Sheet for the required information.

The submission of proposals for program or service types other than those delineated in this RFP is not an option with this procurement.

The submission of multiple proposals for the same Geographic Area is not an option for this procurement. Each Geographic Area being proposed must be submitted as a separate and distinct proposal.

II. PURPOSE OF RFP AND SCOPE OF SERVICES

■ A. AGENCY OVERVIEW

The Department of Mental Health and Addiction Services (DMHAS) promotes and administers comprehensive, recovery-oriented services in the areas of mental health treatment and substance use treatment throughout Connecticut.

While the Department's services serve all Connecticut citizens, its mandate is to serve adults (over 18 years of age) with psychiatric or substance use disorders, or both, who lack the financial means to obtain such services on their own. DMHAS also provides collaborative programs for individuals with special needs, such as persons with HIV/AIDS infection, people in the criminal justice system, those with problem gambling disorders, pregnant and parenting women with substance use disorders, persons with traumatic brain injury or hearing impairment, those with co-occurring substance use and mental illness, and special populations transitioning out of the Department of Children and Families.

DMHAS operates on the belief that people with mental illnesses and/or substance use disorders can and should be treated in community settings, and that inpatient treatment should be used only when absolutely necessary to meet the best interests of the individual. Effective care requires that services such as residential, supportive, rehabilitative and crisis intervention programs are available within their local communities. DMHAS is responsible for providing a wide range of services to adults in each of the five human service Regions in Connecticut.

Department Mission

"To promote the overall health and wellness of persons with behavioral health needs through integrated network of holistic, comprehensive, effective, and efficient services and supports that foster dignity, respect, and self-sufficiency in those we serve."

B. PROGRAM OVERVIEW

Evidence Based Supported Employment Services

DMHAS is issuing this RFP to establish evidence-based Supported Employment (SE) services to promote and expand employment opportunities for individuals who use DMHAS services who have mental health or co-occurring mental health and substance use disorders (SUD).

All funded services must use the evidence-based Individualized Placement and Support (IPS) model. IPS employment services are a set of services that are designed to assist individuals in obtaining integrated, competitive, paid employment in part-time or full-time positions. Selected providers must adhere to the fidelity standards promulgated by the Department, and proposers must ensure that an agency infrastructure is in place to sustain the evidence-based IPS employment services.

Individual Placement and Support (IPS) is a model of **supported employment** for people with **serious mental illness** (e.g., schizophrenia spectrum disorder, bipolar, depression). IPS supported employment helps people living with behavioral health conditions work at **regular jobs** of their choosing. Although variations of supported employment exist, IPS refers to the evidence-based practice of supported

employment. **Mainstream education** and technical training are included as ways to advance career paths. **IPS is based on the following 8 principles:**

1. **COMPETITIVE EMPLOYMENT:** Jobs anyone can apply for that pay at least minimum wage/same pay as coworkers with similar duties, and have no artificial time limits imposed by the social service agency.
2. **SYSTEMATIC JOB DEVELOPMENT:** Employment Specialists systematically visit employers who are selected based on the job seeker's preferences, to learn about their business needs and hiring practices.
3. **RAPID JOB SEARCH:** IPS programs use a rapid job search approach to help job seekers obtain jobs rather than assessments, training, and counseling. The first face to face contact with the employer occurs within 30 days.
4. **INTEGRATED SERVICES:** IPS programs are integrated with mental health treatment teams. Employment Specialists attach to 1 or 2 mental health treatment teams, which discuss their caseload.
5. **BENEFITS PLANNING:** Employment Specialists help people obtain personalized, understandable, and accurate information about their Social Security, Medicaid, and other government entitlements.
6. **ZERO EXCLUSION:** People are not excluded on the basis of readiness, diagnoses, symptoms, substance use history, psychiatric hospitalizations, homelessness, level of disability, or legal system involvement.
7. **TIME-UNLIMITED SUPPORTS:** Job supports are individualized and continue for as long as each worker wants and needs the support. Employment Specialists have face to face contact at least monthly.
8. **WORKER PREFERENCES:** IPS program services are based on each job seeker's preferences and choices rather than the Employment Specialist's and supervisor's judgments.

■ C. SCOPE OF SERVICE DESCRIPTION

Geographic Area	# of Slots Available	Cities/Towns Proposing (All or indicate which ones)	# of slots Proposing (All or indicate # of slots)
___ Central CT: Middletown/Old Saybrook, Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, Essex, Haddam, Killingworth, Lyme, Middlefield, Old Lyme, Portland, Westbrook	97		
___ Central Shoreline: Branford, East Haven, Guilford, Madison, North Branford, North Haven	63		
___ Greater East Hartford: East Hartford, Glastonbury, Marlborough, Newington, Rocky Hill, Wethersfield	63		

___ Greater Ansonia: Derby, Oxford, Seymour, Shelton	68		
___ Greater Bridgeport: Easton, Monroe, New Canaan, Stratford, Trumbull	156		
___ Greater Enfield: Bloomfield, East Granby, East Windsor, Ellington, Granby, Somers, South Windsor, Stafford, Suffield, Windsor, Windsor Locks	49		
___ Greater Danbury: Bethel, Bridgewater, Brookfield, New Fairfield, New Milford, Newtown, Redding, Ridgefield, Roxbury, Sherman	90		
___ Greater Hartford: Avon, Canton, Farmington, Simsbury, West Hartford	237		
___ Greater Manchester: Bolton, Hebron, Tolland, Vernon	58		
___ Greater Milford: Orange, West Haven	40		
___ Greater New Britain: Berlin, Bristol, Burlington, Plainville, Plymouth, Southington	86		
___ Greater New Haven: Bethany, Hamden, Woodbridge	253		
___ Greater Stamford/Norwalk: Darien, Fairfield, Greenwich, Weston, Westport, Wilton	178		
___ Greater Torrington: Barkhamsted, Canaan, Colebrook, Cornwall, Goshen, Hartland, Harwinton, Kent, Litchfield, Morris, New Hartford, Norfolk, North Canaan, Salisbury, Sharon, Warren, Washington, Winchester	96		
___ Greater Waterbury: Beacon Falls, Bethlehem, Cheshire, Middlebury, Naugatuck, Prospect, Southbury, Thomaston, Watertown, Wolcott, Woodbury	100		
___ Greater Meriden: Meriden, Wallingford	74		
___ Northeast: Ashford, Brooklyn, Canterbury, Chaplin, Columbia, Coventry, Eastford, Hampton, Killingly, Lebanon, Mansfield, Plainfield, Pomfret, Putnam, Scotland, Sterling, Thompson, Union, Willington, Windham, Woodstock	72		
___ Southeast: Norwich, New London, Bozrah, Colchester, East Lyme, Franklin, Griswold, Groton, Ledyard, Lisbon, Montville, New London, North Stonington, Preston, Salem, Sprague, Stonington, Voluntown, Waterford	155		

■ D. PERFORMANCE MEASURES

The following performance metrics highlight key priorities that will be analyzed with providers collaboratively during the life of the contract. This is not an exhaustive list, but rather an indication of significant performance metrics of interest to The Agency. The Agency looks forward to working with providers to define additional important performance metrics.

- 1) A minimum of 45% of the individuals receiving employment services annually will obtain integrated competitive employment;
- 2) A minimum of 80% of individuals enrolled in employment services annually will indicate satisfaction with those services based on the DMHAS Consumer Satisfaction Survey or other employment-specific survey; and –
- 3) Contractor shall score at or above a score of 100 (Good) on IPS Fidelity Reviews.

■ E. CONTRACT MANAGEMENT/DATA REPORTING

As part of the State's commitment to becoming more outcomes-oriented, DMHAS, seeks to actively and regularly collaborate with providers to enhance contract management, improve results, and adjust service delivery and policy based on learning what works. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate results and performance, and drive service improvements. As such, DMHAS reserves the right to request/collect other key data and metrics from providers.

The DMHAS Data Performance System (DDaP) enables the provider to confidentially enter data into the DMHAS system. This enables the provider to have access to a wide variety of reports. Providers have access to DDaP on a 24/7 basis and are expected to enter data on a monthly basis by the 15th of the month.

III. PROPOSAL SUBMISSION OVERVIEW

■ A. SUBMISSION FORMAT INFORMATION

1. **Required Outline.** All proposals must follow the required outline presented in SECTION IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.
2. **Cover Sheet.** The Cover Sheet, **Attachment B**, is Page 1 of the proposal, **inclusive of 1.a. and 1.b.** Proposers must complete and use the Cover Sheet form, 1.a. and 1.b. provided by the Department in **VI. APPENDIX C. ATTACHMENTS ATTACHMENT B.**

Legal Name is defined as the name of private provider organization, CT State agency, or municipality submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the Respondent to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

 - a. RFP Name or Number:
 - b. Legal Name:
 - c. Street Address:
 - d. Town/City/State/Zip:
 - e. Contact Person:
 - f. Title:
 - g. Phone Number:
 - h. E-Mail Address:
 - i. Authorized Official:
 - j. Title:
 - k. Signature:
3. **Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline.
4. **Executive Summary.** The page limitation for this section is 1 page, briefly describing how the Respondent meets the **eligibility and qualification criteria** and a brief overview of why the Respondent should be selected for the activities highlighted in the **Service Expectations, a.-e.** Proposals must include a high-level summary, not exceeding 1 page, of the main proposal and cost proposal.
5. **Attachments.** Attachments other than the required Appendices or Forms identified in the RFP are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.
6. **Style Requirements. THIS IS AN ELECTRONIC SUBMISSION.** Submitted proposals must conform to the following specifications:
 - Paper Size: 8 ½ x 11 (Letter)

- Page Limit: Maximum 15 pages, exclusive of Executive Summary, Appendices and Budget forms
- Font Size: 12
- Font Type: Times New Roman
- Margins: Normal (1 inch)
- Line Spacing: 1 ½

7. Pagination. The proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.

8. Declaration of Confidential Information. Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. In subsection [] of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

9. Conflict of Interest - Disclosure Statement. Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Agency will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

■ B. EVALUATION OF PROPOSALS

1. Evaluation Process. It is the intent of the Agency to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Agency will conform with its written procedures for POS and PSA 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). Final funding allocation decisions will be determined during contract negotiation.

- 2. Evaluation Review Committee.** The Agency will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Agency staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank ordered and make recommendations for awards. The Agency Head will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.
- 3. Minimum Submission Requirements.** 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) meet the Eligibility and Qualification requirements to respond to the procurement, (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Agency will reject any proposal that deviates significantly from the requirements of this RFP.
- 4. Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The weights are disclosed below.
- Organizational Expectations 5%
 - Service Expectation 30%
 - Staffing Expectations 30%
 - Data and Technology Expectations 10%
 - Work Plan/Timeline 10%
 - Financial Expectations 0%
 - Budget Expectations 15%

Note:

As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

- 5. Proposer Selection.** Upon completing its evaluation of proposals, the Evaluation Review Committee will submit the rankings of all proposals to the Commissioner or Agency Head. The final selection of a successful proposer is at the discretion of the Commissioner or Agency Head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Agency. Such negotiations may, but will not automatically, result in a contract. Any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Agency's discretion, about the outcome of the evaluation and proposer selection process. The Agency reserves the right to decline to award contracts for activities in which the Commissioner or Agency Head considers there are not adequate respondents.

- 6. Debriefing.** Within ten (10) days of receiving notification from the Agency, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Agency to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Agency may schedule and hold the debriefing meeting within fifteen (15) days of the request. The Agency will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
- 7. Appeal Process.** Proposers may appeal any aspect the Agency's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Agency head. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after an agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the Agency to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.
- 8. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Agency's contracting procedures, which may include approval by the Office of the Attorney General. Fully executed and approved contracts will be posted on State Contracting Portal and the Agency website.

IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS

A. Cover Sheet

B. Table of Contents

C. Executive Summary

D. Main Proposal

E. Attachments (clearly referenced to summary and main proposal where applicable)

F. Declaration of Confidential Information

G. Conflict of Interest - Disclosure Statement

H. Statement of Assurances

A-H are defined more specifically below.

A: Cover Sheet

1. The Respondent must use a Cover Sheet capturing the following information, listed below. The Cover Sheet, **Attachment B**, is Page 1 of the proposal, **inclusive of 1. a. and 1. b.** Proposers must complete and use the Cover Sheet form, 1. a. and 1. b. provided by the Department in SECTION VI. APPENDIX C. ATTACHMENTS, B. COVER SHEET.

:

- RFP Name or Number:
- Legal Name:
- FEIN (not required for currently contracted providers/vendors):
- Street Address:
- Town/City/State/Zip:
- Contact Person:
- Title:
- Phone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Signature:

Legal Name is defined as the name of private provider organization, CT State agency, or municipality submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

B: Table of Contents

Respondents must include a Table of Contents that lists sections and subsections with page numbers that follow the organization outline and sequence for this proposal.

C: Proposer Executive Summary

The page limitation for this section is 1 page, briefly describing how the Respondent meets the **eligibility and qualification criteria** and a brief overview of why the Respondent should be selected for the activities highlighted in the **Service Expectations, a.-e.** Proposals must include a high-level summary, not exceeding 1 page, of the main proposal and cost proposal.

D: Main Proposal Submission Requirements To Submit a Responsive Proposal

****Please note the maximum total page length for this section is 15 pages** (all appendices and other attachments should be referred to in section D and then placed in section E.) The Evaluation Review Committee will not read answers longer than 15 pages in this section.

1. Organizational Expectations

Proposers eligible to respond to the RFP are private provider organizations (defined as non-state entities that are either nonprofit or proprietary corporations or partnerships).

Proposals must describe the proposer's experience and capacity to develop and implement services defined in this RFP within timeframes set forth by the Department.

To submit a responsive proposal, THE PROPOSER SHALL provide the following:

- a. Experience in provision of recovery-oriented systems of care;
- b. Qualifications and interest in providing IPS supported employment services being requested through this RFP; and
- c. Experience in gaining buy-in and participation from community leaders, employers, consumers, providers and others for similar initiatives.

2. Service Expectations

The prospective contractor will be responsible for the overall management of services and timely delivery of all components to the program as identified below. Each proposal should articulate how its organization will meet the expectations outlined below. **To submit a responsive proposal, THE PROPOSER SHALL provide its **innovative and effective** approaches to accomplish each of the following services included in a. Overview, b. Leadership, c. Services, d. Desired Service Components, and e. Performance Measures.**

a. Overview

IPS employment services must be based on an understanding of, and commitment to the following principles:

- 1) Integration of employment and mental health services, including embedding employment staff on clinical teams;
- 2) Integrated competitive employment, either full or part time;
- 3) No one is refused access to employment services- "zero exclusion";

- 4) Everyone is ready – there are no prerequisites to enter employment services or a job search;
- 5) Rapid job-search starts within 30 days of entry to the program;
- 6) Follow-along services and supports are for as long as needed;
- 7) The individuals' choices and preferences are important and a primary concern;
- 8) Benefits counseling is offered to all by a certified benefits counselor; and
- 9) IPS specialists develop relationships with employers through multiple visits aimed at learning about their business needs.

NOTEWORTHY: Further elaboration of these principles is included below.

Competitive Employment: All employment, either part-time or full-time, must be in integrated, competitive jobs, i.e., jobs in the general labor market in positions that are open and available to any qualified individual in the labor pool. Jobs must not be 'set aside' or reserved for individuals with disabilities.

Integrated Settings: Individuals employed as a result of IPS employment services must work in integrated work settings, i.e., settings with a majority of co-workers that are non-disabled, where their work performance must be comparable to that of their non-disabled co-workers. Individuals in competitive employment may need, and have a legal right to request, reasonable accommodations in order to meet performance expectations and to carry out the essential functions of the job.

Comparable Wages: Wages for all positions shall be comparable wages for similar positions within the general labor market, and all compensation for work must be at or above minimum wage.

Required Components: All proposers must incorporate into their service delivery proposals the required components listed below, and are encouraged to address the desired components.

b. Leadership

- 1) Strong agency commitment to employment as an integral part of recovery, as evidenced by policies and procedures, and other efforts that demonstrate "employment is everybody's business";
- 2) Agency infrastructure sufficient to implement and sustain the IPS employment model that meets and maintains fidelity as measured by IPS Fidelity Scale; and
- 3) Protocols that ensure people are not screened out of employment services based on work readiness criteria or perceived job readiness, substance use, medications for symptoms, cognitive impairments, treatment non-adherence and personal presentation.

c. Services

- 1) Integrated service approach in which employment is embedded within the broader DMHAS clinical service system;
- 2) Protocols that require enrollment into employment services within five (5) working days from when an individual expresses interest in working, and the ability to track this information;
- 3) Engagement of people with mental health and co-occurring mental health and

- substance use disorders who are interested in obtaining employment, or those who are currently under-employed. Identify engagement strategies that will be used, such as Motivational Interviewing; flexible engagement strategies that emphasize choice and address the fears of people in recovery regarding work;
- 4) Job development protocols that build on an individual's strengths and preferences;
 - 5) Job development activity that ensure six (6) employer contacts per week per employment staff to increase the number of applications and job interviews obtained;
 - 6) Completion of vocational assessment and profiles which include interests, qualifications and past/present employment experience at least annually;
 - 7) Employment goals in recovery plans;
 - 8) Service planning, plan reviews, and discharge planning that provides detail about employment objectives and goals;
 - 9) Assistance with resume writing, completion of employment applications, and interviewing skills;
 - 10) Development of relationships with potential employers, and community organizations;
 - 11) Connections to other appropriate employment resources, i.e. Workforce Boards, Connect-ability, American Job Centers, the Bureau of Rehabilitation Services etc.;
 - 12) Possess the technology and the capacity to serve individuals in community settings;
 - 13) Continuous and more concentrated employment retention supports for at least 30 days that provide and titrate service and support levels as needed (time unlimited supports);
 - 14) Array of flexible employment services and supports, provided directly or leveraged from community resources;
 - 15) Multiple strategies for promoting competitive work throughout the agency and the community, and activities that promote the visibility and viability of employment services;
 - 16) Provision of or linkages with educational services and supports to assist people in recovery to successfully advance in their jobs and careers, and achieve their preferred employment outcomes;
 - 17) Agency support and commitment to on-going staff training, support and retention, and to the use of Evidence Based Practice (EBP) strategies such as Motivational Interviewing;
 - 18) Local partnerships with the employer community, and community organizations including agencies such as the Aging and Disability Services/Bureau of Rehabilitation Services, (ADS/BRS) American Job Centers, adult education, colleges and veterans' services to increase service coordination, expand career development options and resources, and improve employment and career-related educational outcomes for persons in recovery; and
 - 19) Ability to participate in IPS work groups and round-table activities.

d. Desired Service Components

- 1) Proposers who can demonstrate the ability to provide employment services using American Sign Language (ASL) to people who are deaf or hard of hearing; and
- 2) Proposers who can demonstrate the ability to provide employment services to people who are monolingual Spanish speaking (other languages if there is a documented need for the proposer's Geographic Area).

e. Performance Measures

- 1) A minimum of 45% of the individuals receiving employment services annually will obtain integrated competitive employment;
- 2) A minimum of 80% of individuals enrolled in employment services annually will indicate satisfaction with those services based on the DMHAS Consumer Satisfaction Survey or other employment-specific survey; and
- 3) Contractor shall score at or above a score of 100 (Good) on the fidelity reviews.

3. Staffing Expectations

a. To submit a responsive proposal, THE PROPOSER SHALL describe the staffing levels and staff qualifications, as described below, to be assigned to this program. The proposal shall also include its plan to provide pre-employment screening, staff training, routine and consistent clinical supervision, clinical service delivery oversight and consultation. The staffing model shall include a combination of the following positions and information:

- 1) Staff-to-individual served ratio of 1:20;
- 2) At least one (1) certified Recovery Support Specialist (RSS) or Recovery Coach is required on each Supported Employment team and to be included in the staff to individual ratio; who will be expected to provide services to 20 individuals;
- 3) A .10 FTE supervisor for each Supported Employment Specialist;
- 4) Identify innovative strategies to recruit your staff and retain your staff;
- 5) Propose salary ranges for RSS, Recovery Coach and Supported Employment Specialist; and
- 6) Demonstrate the ability to appropriately transition individuals from the Supported Employment Specialist caseload to another team member when the individual needs intermittent support. The Supported Employment Specialist will document, as part of the transition plan, to identify an appropriate team member (i.e.: case manager, Community Support worker, clinician) for follow along (check in) services.

b. Use of Subcontractors: Subcontractors are not allowed for this procurement.

4. Data and Technology Expectations

To submit a responsive proposal, THE PROPOSER SHALL provide detailed information on the following components of their infrastructure:

- a. Quality Assurance activities that ensure quality data is provided to the Department, and demonstrates the use of data to drive change and improve of employment

services;

- b. Ability to track the number of people served, jobs developed, job starts, positions, wages, and employers;
- c. Adherence to the DMHAS information system requirements to report and monitor employment outcome data;
- d. Electronic health record (EHR); and
- e. Ability to provide ad-hoc reporting as requested by the Department.

5. Work Plan/Timeline

To submit a responsive proposal, THE PROPOSER SHALL include a detailed implementation process and timeline, including the identification of all key activities to implement its' proposal to include dates and the responsibilities of proposed staffing levels. The implementation process shall include the ability of the prospective contractor to begin SE services within one (1) month of the contract execution. If proposing a supplemental chart or grid, (**meaning in addition to the detailed implementation process and timeline**), please attach as an Appendix to your proposal.

6. Financial Expectations

- a. If the proposer **is not a current DMHAS-funded** organization, to submit a responsive proposal, the proposer shall provide a copy of the proposer's most recent financial audit in the proposal, as noted in E. Attachments 1. Audited Financials. This is required to prove the financial stability and viability of the Proposer agency. If less than three (3) audits were conducted, detail must be provided as to why, and any supporting documentation assuring the financial efficacy of the proposer agency should be included (e.g., an accountant prepared financial statement, a tax return, etc.).

If the three (3) most recent audits are available via the Office of Policy and Management's EARS system, such may be noted in the proposal, and a hard copy of the audit cover letters need not be provided.

- b. If the proposer **is a current DMHAS-funded** organization that does not provide direct services, to submit a responsive proposal, the proposer shall provide a copy of the proposer's most recent audit finding letter in the proposal, as noted in E. **Attachments 1. Audited Financials.** This is required to prove the financial stability and efficacy of the proposer agency.

7. Budget Expectations

To submit a responsive proposal, THE PROPOSER SHALL provide:

- a. A line item budget delineating all costs associated with the proposed services; and
- b. A budget narrative to correlate to all identified line item costs.

NOTEWORTHY:

- ✓ A budget template is provided as ATTACHMENT C in SECTION VI. APPENDIX of this RFP
- ✓ Startup costs for this project are not allowable

E: Attachments

Attachments other than the required attachments identified are not permitted and will not be evaluated. Further, the required attachments must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions may result in disqualification.

1. Audited Financial Statements**F: Declaration of Confidential Information**

If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. The proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

G: Conflict of Interest – Disclosure Statement

Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

H: Statement of Assurances

Place after Conflict of Interest-Disclosure Statement. Sign and return.

V. MANDATORY PROVISIONS

■ A. POS STANDARD CONTRACT, PARTS I AND II

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

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, quality assurance, reports, terms of payment, budget, and other program-specific provisions of any resulting POS contract. A sample of Part I is available from the Department's Official Contact upon request.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the POS contract. Part II is available on OPM's website at: http://www.ct.gov/opm/fin/standard_contract

Note:

Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations. If a proposer is awarded an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of \$100,000 or more, the proposer must inform the proposer's principals of the contents of the SEEC notice.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected proposer (contractor), and, if required, the Attorney General's Office. Part II of the standard contract may be amended only in consultation with, and with the approval of, the Office of Policy and Management and the Attorney General's Office.

■ B. ASSURANCES

By submitting a proposal in response to this RFP, a proposer implicitly gives the following assurances:

- 1. Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Agency may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received

by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.

- 3. Competitors.** The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
- 4. Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Agency may include the proposal, by reference or otherwise, into any contract with the successful proposer.
- 5. Press Releases.** The proposer agrees to obtain prior written consent and approval of the Agency for press releases that relate in any manner to this RFP or any resultant contract.

■ C. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

- 1. Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
- 2. Preparation Expenses.** Neither the State nor the Agency shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
- 3. Exclusion of Taxes.** The Agency is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.
- 4. Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
- 5. Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Agency may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Agency, and at the proposer's expense.

- 6. Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Agency. The Agency may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Agency. At its sole discretion, the Agency may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
- 7. Presentation of Supporting Evidence.** If requested by the Agency, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Agency may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Agency may also check or contact any reference provided by the proposer.
- 8. RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Agency or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Agency and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Agency and, if required, by the Attorney General's Office.

■ D. RIGHTS RESERVED TO THE STATE

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the State:

- 1. Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Agency.
- 2. Amending or Canceling RFP.** The Agency reserves the right to amend or cancel this RFP on any date and at any time, if the Agency 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 Agency may reopen the procurement process, if it is determined to be in the best interests of the State.
- 4. Award and Rejection of Proposals.** The Agency reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Agency reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.

- 5. Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.
- 6. Contract Negotiation.** The Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Agency further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Agency may seek Best and Final Offers (BFO) on cost from proposers. The Agency may set parameters on any BFOs received.
- 7. Clerical Errors in Award.** The Agency reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.
- 8. Key Personnel.** When the Agency is the sole funder of a purchased service, the Agency reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Agency also reserves the right to approve replacements for key personnel who have terminated employment. The Agency further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Agency.

■ E. STATUTORY AND REGULATORY COMPLIANCE

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:

- 1. Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.

- 2. Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to 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. Consulting Agreements Representation, C.G.S. § 4a-81.** Pursuant to C.G.S. §§ 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "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 contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.
- 4. Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf
- 5. Gifts, C.G.S. § 4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order No. 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:
- (1) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi- public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;
 - (2) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the

Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and

(3) That the Contractor is submitting bids or proposals without fraud or collusion with any person.

Any bidder or proposer that does not agree to the representations required under this section shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.

- 6. Iran Energy Investment Certification C.G.S. § 4-252(a).** Pursuant to C.G.S. § 4-252(a), the successful contracting party shall certify the following: (a) that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date. (b) If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section it shall not be subject to the penalties of false statement pursuant to section 4-252a of the Connecticut General Statutes. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the resulting contract.
- 7. Nondiscrimination Certification, C.G.S. § 4a-60 and 4a-60a.** If a bidder is awarded an opportunity to negotiate a contract, the proposer must provide the State agency with *written representation* in the resulting contract that certifies the bidder complies with the State's nondiscrimination agreements and warranties. This nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the resulting contract, or (B) providing an affirmative response in the required online bid or response to a proposal question, if applicable, which asks if the contractor understands its obligations. If a bidder or vendor refuses to agree to this representation, such bidder or vendor shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.
- 8. Access to Data for State Auditors.** The Contractor shall provide to OPM access to any data, as defined in C.G.S. § 4e-1, concerning the resulting contract that are in the possession or control of the Contractor upon demand and shall provide the data to OPM in a format prescribed by OPM [or the Client Agency] and the State Auditors of Public Accounts at no additional cost.

VI. APPENDIX

A. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
CT	Connecticut
DAS	Department of Administrative Services (CT)
FOIA	Freedom of Information Act (CT)
IRS	Internal Revenue Service (US)
LOI	Letter of Intent
OAG	Office of the Attorney General
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
POS	Purchase of Service
P.A.	Public Act (CT)
RFP	Request For Proposal
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

- *contractor*: a private provider organization, CT State agency, or municipality that enters into a POS contract with the Agency as a result of this RFP
- *proposer*: a private provider organization, CT State agency, or municipality that has submitted a proposal to the Agency in response to this RFP. This term may be used interchangeably with respondent throughout the RFP.
- *prospective proposer*: a private provider organization, CT State agency, or municipality that may submit a proposal to the Agency in response to this RFP, but has not yet done so
- *subcontractor*: an individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific health or human service as part of a POS contract with the Agency as a result of this RFP

ACRONYMS / DEFINITIONS specific to this RFP:

- *Agency*: Proposer agency responding to this RFP
- *Co-occurring mental health disorder*: A person who has a substance use disorder also has a mental health condition
- *CT*: Connecticut
- *Department*: For the purposes of this RFP, 'Department' shall mean the Connecticut Department of Mental Health and Addiction Services
- *DMHAS*: Department of Mental Health and Addiction Services (CT)
- *EBP*: Evidenced-based practices (EBP) applies research findings into behavioral health/substance use services, Supported Employment (SE) services. EBP also involves integrating the best available evidence re: best practices while considering individuals' unique needs and personal preferences

- *EHR*: Electronic Health Record
- *HIPAA*: Health Insurance Portability and Accountability Act
- *IPS*: Individual Placement and Support Individual Placement and Support (IPS) is a model of supported employment for people with serious mental illness and or Substance Use Disorders. IPS supported employment helps people living with behavioral health conditions work at regular jobs of their choosing. IPS refers to the evidence-based practice of supported employment. IPS is based on 8 principles
- *IPS Fidelity Scale*: Is a tool developed by the IPS Employment Center which is used to score an agency on the use of the IPS model. Scores range from: Exemplary Fidelity 115-125, Good Fidelity 100-114, Fair Fidelity 74-90 and 73 – not Supported Employment
- *LOI*: Letter of Intent
- *Mental health disorder*: A condition listed in the DSM-5 Diagnostic and Statistical Manual of Mental Disorders 5th edition
- *Motivational Interviewing (MI)*: Is a person-centered strategy used to elicit individual information and to recognize the individual's motivation to change a specific behavior. MI engages individuals, elicits change talk and evokes individual motivation to make positive changes
- *Organization*: Proposer organization responding to this RFP
- *Proposer*: Private provider organizations (defined as non-state entities that are either nonprofit or proprietary corporations or partnerships)
- *Prospective Contractor*: Private provider organizations (defined as non-state entities that are either nonprofit or proprietary corporations or partnerships) that may be given the right to negotiate a contract
- *Prospective Proposer*: Private provider organizations (defined as non-state entities that are either nonprofit or proprietary corporations or partnerships) that intend to be a proposer, but have not yet done so
- *Recovery-oriented systems of care*: Involves listening to, learning from and acting upon communications from the individual and their support systems about what is important to the individual
- *Recovery Support Specialist (RSS)*: Recovery specialists help individuals receiving mental health services see their rehabilitation and progress. They help people suffering from addictions and other mental health disorders access services and developing meaningful recovery plans
- *Responsive Proposal*: A proposal addressing the requirements in the RFP
- *RFP*: Request for Proposal
- *SE: Supported Employment* describes the types of services, including customized employment, IPS and is provided to individuals with the most significant disabilities to obtain, maintain, and advance in employment. IPS is a highly successful, evidenced-based model of supported employment that promotes a "recovery through work"
- *SUD: Substance use disorder*

- *Supported Employment Specialist:* Carries out the services of the IPS Supported Employment program by assisting individuals receiving mental health and/or substance use services to obtain and maintain employment that is consistent with their vocational goals. The Supported Employment Specialist may provide support for schooling and technical training for career advancement

B. STATEMENT OF ASSURANCES

Department of Mental Health & Addiction Services

The undersigned Respondent affirms and declares that:

1) General

- a. This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.
- b. The Respondent will deliver services to the Agency the cost proposed in the RFP and within the timeframes therein.
- c. The Respondent will seek prior approval from the Agency before making any changes to the location of services.
- d. Neither the Respondent or any official of the organization nor any subcontractor the Respondent or any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.
- e. Neither the Respondent or any official of the organization nor any subcontractor to the Respondent or any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

Legal Name of Organization:

Authorized Signatory

Date

C. ATTACHMENTS

ATTACHMENT A

**MANDATORY LETTER OF INTENT
REQUEST FOR PROPOSALS**

RFP # DMHAS EBP SE-2022

Department of Mental Health and Addiction Services

Return to:
DMHAS Official Contact
Marcia McDonough

The organization below intends to submit a proposal in response to the above referenced RFP.

Indicate the Geographic Area being proposed: _____

Please refer to SECTION II. PURPOSE OF RFP AND SCOPE OF SERVICES C. SCOPE OF SERVICE DESCRIPTION for the listing of Geographic Areas.

Note: This letter is a non-binding expression of interest and does not obligate the sender to submit a proposal.

Prospective Proposer:

		() -
Legal Name		Telephone Number
Mailing Address	Town, State	Zip Code

Contact Person:

Name		Title	
Mailing Address	Town, State	Zip Code	
() -	() -		
Telephone Number	FAX Number	E-mail Address	

Person Authorized to Sign Contract:

Name	Title
Signature	Date

**ATTACHMENT B
Page 1.a. of Cover Sheet**

**RFP # DMHAS EBP SE 2022
Department of Mental Health and Addiction Services
Due Date: January 7, 2022 3:00 PM EST**

Proposer/Agency Name _____
FEIN

Address

City/Town **State** **Zip Code**

Agency Contact: _____
Title:

Telephone Number **Fax Number** **E-Mail Address**

Total Annual Program Cost

Total Annual Cost to DMHAS

Proposed Program Address:

Proposer/Agency Fiscal Year: _____ to _____
(month) (month)

Is your agency a non-profit? Yes No **Is your agency incorporated?** Yes
No

Is your agency registered as a:
Minority Business Enterprise? Yes No
Women Business Enterprise? Yes No
Small Business Enterprise? Yes No

I certify that to the best of my knowledge and belief, the information contained in this application is true and correct. The application has been duly authorized by the governing body of the applicant, the applicant has the legal authority to apply for this funding, the applicant will comply with applicable state and federal laws and regulations, and that I am a duly authorized signatory for the applicant.

Signature of Authorizing Official _____
Date

Typed Name and Title

Page 1.b. of Cover Sheet

- 1. Check the Geographic Area being proposed,**
- 2. Indicate the cities/towns within that Geographic Area, and**
- 3. Indicate the number of slots.**

Geographic Area	# of Slots Available	Cities/Towns Proposing (All or indicate which ones)	# of slots Proposing (All or indicate # of slots)
___ Central CT: Middletown/Old Saybrook, Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, Essex, Haddam, Killingworth, Lyme, Middlefield, Old Lyme, Portland, Westbrook	97		
___ Central Shoreline: Branford, East Haven, Guilford, Madison, North Branford, North Haven	63		
___ Greater East Hartford: East Hartford, Glastonbury, Marlborough, Newington, Rocky Hill, Wethersfield	63		
___ Greater Ansonia: Derby, Oxford, Seymour, Shelton	68		
___ Greater Bridgeport: Easton, Monroe, New Canaan, Stratford, Trumbull	156		
___ Greater Enfield: Bloomfield, East Granby, East Windsor, Ellington, Granby, Somers, South Windsor, Stafford, Suffield, Windsor, Windsor Locks	49		
___ Greater Danbury: Bethel, Bridgewater, Brookfield, New Fairfield, New Milford, Newtown, Redding, Ridgefield, Roxbury, Sherman	90		
___ Greater Hartford: Avon, Canton, Farmington, Simsbury, West Hartford	237		
___ Greater Manchester: Bolton, Hebron, Tolland, Vernon	58		
___ Greater Milford: Orange, West Haven	40		
___ Greater New Britain: Berlin, Bristol, Burlington, Plainville, Plymouth, Southington	86		
___ Greater New Haven: Bethany, Hamden, Woodbridge	253		
___ Greater Stamford/Norwalk: Darien, Fairfield, Greenwich, Weston, Westport, Wilton	178		

___ Greater Torrington: Barkhamsted, Canaan, Colebrook, Cornwall, Goshen, Hartland, Harwinton, Kent, Litchfield, Morris, New Hartford, Norfolk, North Canaan, Salisbury, Sharon, Warren, Washington, Winchester	96		
___ Greater Waterbury: Beacon Falls, Bethlehem, Cheshire, Middlebury, Naugatuck, Prospect, Southbury, Thomaston, Watertown, Wolcott, Woodbury	100		
___ Greater Meriden: Meriden, Wallingford	74		
___ Northeast: Ashford, Brooklyn, Canterbury, Chaplin, Columbia, Coventry, Eastford, Hampton, Killingly, Lebanon, Mansfield, Plainfield, Pomfret, Putnam, Scotland, Sterling, Thompson, Union, Willington, Windham, Woodstock	72		
___ Southeast: Norwich, New London, Bozrah, Colchester, East Lyme, Franklin, Griswold, Groton, Ledyard, Lisbon, Montville, New London, North Stonington, Preston, Salem, Sprague, Stonington, Voluntown, Waterford	155		

ATTACHMENT C- BUDGET

DIRECT EXPENSES		ANNUAL Costs
<u>5100: SALARIES</u>		-
5101	Staff Salaries & Wages	
5102	Overtime	
5103	Non-Routine Comp. (specify in narrative)	
Total Salaries		\$ -
<u>5200: FRINGE BENEFITS</u>		
<u>5300: CONTRACTUAL SERVICES</u>		-
5301	Medical Professional	
5302	Behavioral Health Professional	
5303	Contracted Workers - Non-Payroll	
5304	Other Contractual (specify in narrative)	
Total Contractual Services		\$ -
<u>5400: TRANSPORTATION</u>		-
5401	Staff Travel Reimbursement	
5402	Vehicle Leases	
5403	Vehicle Maintenance	
5404	Other Transportation (specify in narrative)	
Total Transportation		\$ -
<u>5500: MATERIALS AND SUPPLIES</u>		-
5501	Food	
5502	Lab & Medical Supplies	
5503	Equipment (Less than \$5,000)	
5504	Other Materials and Supplies (specify in narrative)	
Total Materials/Supplies		\$ -
<u>5600: FACILITIES</u>		-
5601	Rent and Real Estate Taxes	
5602	Security	
5603	Maintenance & Repair - Facility and Plant	
5604	Utilities	
5605	Other Facilities (specify in narrative)	
Total Facilities		\$ -
<u>5700: CAPITAL EXPENSES (> \$5,000)</u>		-
5701	Capital Equipment	
5702	Depreciation	
5703	Other Capital (specify in narrative)	
Total Capital Expenses		\$ -
<u>5800: OTHER EXPENSES</u>		-
5801	Communications	

5802	Insurance	
5803	Housekeeping	
5804	Staff Training and Conferences	
5805	Drug Testing	
5806	Other (specify in narrative)	
Total Other Expenses		\$ -
5900: CLIENT SUBSIDIES		-
5901	Transportation	
5902	Nutrition/Food Vouchers	
5903	Education	
5904	Housing	
5905	Personal Items	
5906	Other Client Subsidies (specify in narrative)	
Total Client Subsidies		\$ -
TOTAL DIRECT EXPENSES		\$ -
INDIRECT EXPENSES		-
7100: ADMINISTRATIVE & GENERAL		-
7111	Staff Salaries & Wages	
7120	Fringe Benefits	
	All Other A&G	
TOTAL INDIRECT EXPENSES		\$ -
		\$ -