

**Consultant for the Dissemination of Triple P- Positive Parenting
Program Request for Qualifications**

CPPP_RFQ_32212

The State of Connecticut Department of Social Services is issuing **Addendum 2** to the Consultant for the Dissemination of Triple P - Positive Parenting Program® Request for Qualifications.

Addendum 2 contains:

1. Amendment to the original RFQ issued on March 22, 2012

In the event of an inconsistency between information provided in the RFP and information in Addendum 2, the information in Addendum 2 shall control.

I. GENERAL INFORMATION

C. INSTRUCTIONS

9. Submission Due Date and Time. The Official Contact is the **only authorized recipient** of submissions received in response to this RFQ. Submissions must be received by the Official Contact, or designee, on or before the due date and time:

- **Due Date:** **April 30, 2012**
- **Time:** **3:00 p.m. Eastern Time**

Faxed or e-mailed submissions will not be evaluated. The Department shall not accept a postmark date as the basis for meeting the submission due date and time. Respondents should not interpret or otherwise construe receipt of a submission after the due date and time as acceptance of the submission, since the actual receipt of the submission is a clerical function. The Department suggests the respondent use certified or registered mail, or a delivery service such as United Parcel Service (UPS) to deliver the submission when the respondent is unable to deliver the submission by courier or in person. When hand-delivering submissions, respondents should allow extra time to comply with building security procedures. Faxed or e-mailed submissions will not be evaluated. When hand-delivering submissions by courier or in person, **allow extra time due to building security procedures and new delivery and receiving procedures.**

Hand-delivered submissions MUST be delivered to the Department's loading dock located on the side of the Department of Social Services building, at 555 Capitol Avenue. Upon arrival at the loading dock, ring the buzzer by the door. The submission will be received and a receipt will be provided to the respondent/deliverer.

Please be aware that the loading dock closes promptly at 3:00 PM.

Submissions shall not be considered received by the Department until they are in the hands of the Official Contact or another representative of the Contract Procurement Unit designated by the Official Contact. At the discretion of the Department, late submissions may be destroyed or retained for pick-up by the submitters.

State of Connecticut Department of Social Services

**Consultant for the Dissemination of Triple P- Positive Parenting
Program Request for Qualifications**

CPPP_RFQ_32212

Addendum 2 issued April 16, 2012

Approved: _____
Marcia McDonough

State of Connecticut Department of Social Services
(Original signature on document in procurement file)

This Addendum must be signed and returned with your submission.

Authorized Signer

Name of Company

Consultant for the Dissemination of Triple P- Positive Parenting Program Request for Qualifications

CPPP_RFQ_32212

The State of Connecticut Department of Social Services is issuing **Addendum 1** to the Consultant for the Dissemination of Triple P - Positive Parenting Program® Request for Qualifications.

Addendum 1 contains:

- 1. Amendments to the original RFQ issued on March 22, 2012; and**
- 2. Questions and Responses**

In the event of an inconsistency between information provided in the RFP and information in Addendum 1, the information in Addendum 1 shall control.

1. The amendments to the original RFQ on page 1 and in SECTIONS I. General Information, III. Program Information and IV. Submission Outline of the RFQ are as follows:

Page 1

Deadline for submission of qualifications is April 30, 2012, 3:00 p.m. Eastern Time.

Deleted: April 26

Section I. GENERAL INFORMATION C. INSTRUCTIONS

- 5. Minimum Qualifications of Respondents.** To be eligible to submit a response to this RFQ, a respondent must have the following minimum qualifications:

- c. A current and valid Motor Vehicle Operator's license;

Deleted: Connecticut driver's

- 6. Procurement Schedule.** See below. Dates after the due date for submissions ("Submissions Due") are target dates only (*). The Department may amend the schedule, as needed. Any change will be made by means of an amendment to this RFQ and will be posted on the State Contracting Portal and the Department's RFQ Web Page.

Milestones	Ending Dates
RFP Released	March 22, 2012
Questions Due 3:00 PM EST	April 5, 2012
Letter of Intent (LOI) 3:00 PM EST	April 5, 2012
Responses to Questions (tentative)	April 12, 2012

Consultant for the Dissemination of Triple P- Positive Parenting Program Request for Qualifications

CPPP_RFO_32212

Submissions Due by 3:00 PM EST	April 30, 2012
Successful Respondent Announced	*TBD
Contract Negotiations Begin (tentative)	*June 1, 2012
Contract Begins	July 1, 2012

Deleted: 26

9. **Submission Due Date and Time.** The Official Contact is the **only authorized recipient** of submissions received in response to this RFQ. Submissions must be received by the Official Contact, or designee, on or before the due date and time:

- **Due Date:** **April 30, 2012**
- **Time:** **3:00 p.m. Eastern Time**

Deleted: 26

Section III. PROGRAM INFORMATION

C. QUALIFICATION SUBMISSION

3. A current and valid Motor Vehicle Operator's license;

Deleted: Connecticut driver's

A responsive submission must include the following information about the respondent's qualifications and experience.

1. A copy of the respondent's degree(s) as Appendix 1;
2. A copy of the respondent's current and valid Motor Vehicle Operator's license as Appendix 2;

Deleted: Connecticut driver's

Section IV. SUBMISSION OUTLINE

G. Appendices

1. Degree(s)
2. Motor Vehicle Operator's License

Deleted: Connecticut Driver's

2. **Questions and Responses:** Questions submitted by interested parties and the official responses follow. These responses shall clarify the requirements of the RFQ. In the event of an inconsistency between information provided in the RFQ and information in these responses, the information in these responses shall control.

1. I am planning to complete and submit application materials before the April 30th deadline.

Deleted: 26

**Consultant for the Dissemination of Triple P- Positive Parenting
Program Request for Qualifications**

CPPP_RFQ_32212

Question: If any additions or changes to the RFQ - for example an addendum - are added will they be released before April 20th?

Response: If warranted, any and all addenda to the Consultant for the Dissemination of Triple P Request for Qualifications (CPPP RFQ) will be posted to the DAS and DSS websites before April 30, the due date of the RFQ.

Deleted: 26

Question: If so, are potential candidates such as myself notified and in what manner (i.e. email or by mail)?

Response: Respondents to this RFQ are not notified individually. Respondents to this RFQ should be checking the DAS and DSS website for any addenda to the RFQ.

2. Clarification of hours - the hours listed in the RFQ list a minimum of 1,840 hours up to a maximum of 2,080 hours.

Question: Does this imply that the hours (based on a 52 week work schedule) result in a 35 - 40 hour work week including travel time?

Response: Yes, if the work schedule is based on a 52 week work schedule. Travel time is included in the work schedule.

3. In the past I have been a contractor for the Department and am potentially eligible to renew my contract.

Question: Can I still apply for the RFQ?

Response: You may respond to the RFQ if you renew your contract. If you are offered the right to negotiate a contract for the Consultant for the Dissemination of Triple P, and you are contracted, you would need to terminate your renewed contract.

State of Connecticut Department of Social Services

**Consultant for the Dissemination of Triple P- Positive Parenting
Program Request for Qualifications**

CPPP_RFO_32212

Addendum 1 issued April 13, 2012

Approved: _____
Marcia McDonough

State of Connecticut Department of Social Services
(Original signature on document in procurement file)

This Addendum must be signed and returned with your submission.	
_____	_____
Authorized Signer	Name of Company



**STATE OF CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
Procurement Notice**

**Consultant for the Dissemination of Triple P - Positive Parenting Program®
Request for Qualifications**

The Children's Trust Fund (CTF), a Division of the State of Connecticut Department of Social Services (the Department) is seeking submissions from individuals qualified to provide consulting services to promote positive parenting and the Triple P program. The consulting services will be provided over a three year period to State agency staff, health and human services providers, foundations, civic organizations and others working in government and education across Connecticut.

The resultant contract term is expected to be a one (1) year contract, to begin July 1, 2012 and end June 30, 2013, for a minimum of 1,840 hours and up to 2,080 hours per resultant contract year, with the option of two, one-year extensions exercised the discretion of the Department.

The goal of this project is to implement the Triple P program within Connecticut. The program will be launched in one or more communities and expanded across the State over the next three to five years.

Only **individuals** who meet or exceed the minimum qualifications set forth in the RFQ are eligible to submit responses. **Private provider organizations (defined as nonstate entities that are either nonprofit or proprietary corporations or partnerships), Connecticut State agencies, and municipalities are ineligible to participate in this procurement.**

The Request for Qualifications is available in electronic format on the State Contracting Portal at <http://das.ct.gov/Director.aspx?Page=12> or from the Department's Official Contact:

Name: Marcia McDonough, Contract Administration
Address: 25 Sigourney Street, 9th Floor, Hartford, CT 06106
Phone: 860-424-5214
Fax: 860-424-5800
E-Mail: Marcia.McDonough@ct.gov

The RFQ is also available on the Department's website at <http://www.ct.gov/dss/cwp/view.asp?a=2345&q=304920&dssNav=>.

A printed copy of the RFQ can be obtained from the Official Contact upon request.

Deadline for submission of qualifications is April 26, 2012, 3:00 p.m. Eastern Time.

Persons who are deaf or hearing impaired may use a TDD by calling 1-800-842-4524. Questions or requests for information in alternative formats must be directed to the Department's Official Contact at 860-424-5214.



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I. GENERAL INFORMATION

■ A. INTRODUCTION

1. **RFQ Name.** **Consultant for the Dissemination of Triple P – Positive Parenting Program® Request for Qualifications (CPPP_RFQ)**
2. **Summary.** The Children's Trust Fund (CTF), a Division of the State of Connecticut Department of Social Services (the Department) is seeking submissions from individuals qualified to provide consulting services to promote positive parenting and the Triple P program. Consulting services will be provided over a three year period to State agency staff, health and human services providers, foundations, civic organizations and others working in government and education across Connecticut.

The resultant contract term is expected to be a one (1) year contract, to begin July 1, 2012 and end June 30, 2013, for a minimum of 1,840 hours and up to 2,080 hours per resultant contract year, with the option of two, one-year extensions exercised the discretion of the Department.
3. **Synopsis (Optional).** The goal of this project is to implement the Triple P program within Connecticut. The program will be launched in one or more communities and expanded across the State over the next three to five years.
4. **Commodity Codes.** The services that the Department wishes to procure through this RFQ are as follows:
 - 0600: Services (Professional, Support, Consulting and Misc. Services)
 - 2000: Community and Social Services
 - 3000: Educational and Training Services

■ B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

C.G.S.	Connecticut General Statutes
CT	Connecticut
CTF	Children's Trust Fund
DAS	Department of Administrative Services (CT)
DSS	Department of Social Services (CT)
FOIA	Freedom of Information Act (CT)
LOI	Letter of Intent
OAG	Office of the Attorney General (CT)
OPM	Office of Policy and Management (CT)
PSA	Personal Service Agreement
RFQ	Request for Qualifications
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

- *contractor*: an individual that enters into a PSA with the Department as a result of this RFQ

- *prospective respondent*: an individual that may submit qualifications to the Department in response to this RFQ, but has not yet done so
- *respondent*: an individual that has submitted qualifications to the Department in response to this RFQ

■ C. INSTRUCTIONS

1. **Official Contact.** The Department has designated the individual below as the Official Contact for purposes of this RFQ. 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 RFQ is strictly prohibited. Respondents or prospective respondents who violate this instruction may risk disqualification from further consideration.

Name: Marcia McDonough Contract Administration
 Address: 25 Sigourney Street, 9th Floor, Hartford, CT 06106
 Phone: 860-424-5214
 Fax: 860-424-5800
 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. **RFQ Information.** The RFQ, addenda to the RFQ and other information as associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- Department's RFQ Web Page
<http://www.ct.gov/dss/cwp/view.asp?a=2345&q=304920&dssNav=>
- State Contracting Portal
<http://das.ct.gov/Director.aspx?Page=12>

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 RFQ.

Printed copies of all documents are also available from the Official Contact upon request.

3. **Contract Offers.** The offer of the right to negotiate any contract pursuant to this RFQ is dependent upon the availability of funding to the Department. The Department anticipates the following:

- Total Funding Available: \$90,000 in federal funds
- Number of Awards: One (1)
- Contract Cost: Not to exceed \$ 90,000
- Contract Term: July 1, 2012 to June 30, 2013 with the option of two, one-year extensions exercised at the discretion of the Department

- 4. Eligibility.** Only **individuals** who meet or exceed the minimum qualifications set forth below are eligible to submit responses to this RFQ. **Private provider organizations (defined as nonstate entities that are either nonprofit or proprietary corporations or partnerships), Connecticut State agencies, and municipalities are ineligible to participate in this procurement.**
- 5. Minimum Qualifications of Respondents.** To be eligible to submit a response to this RFQ, a respondent must have the following minimum qualifications:
- a. A Bachelor's, Master's or Doctoral degree in Human Services, Social Work, Social Sciences, Anthropology, Public Health, Political Science, Psychology, Sociology or related field;
 - b. A minimum of three (3) years of demonstrated experience working in community organizing and family support services including technical assistance and training for community-based human services and health care providers in parenting, parent education, child development or working with parents providing parent education and related services;
 - c. A current and valid Connecticut driver's license;
 - d. Minimum automobile insurance coverage for Third Party Liability of \$50,000/\$100,000 and Property Damage Liability of \$5,000; and
 - e. The willingness and ability to work a minimum of 1,840 hours and up to a maximum of 2,080 hours and travel throughout Connecticut using the respondent's personal vehicle. Work space will be made available in the Department's Central Office at 25 Sigourney Street, Hartford, Connecticut.

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

- 6. Procurement Schedule.** See below. Dates after the due date for submissions ("Submissions Due") are target dates only (*). The Department may amend the schedule, as needed. Any change will be made by means of an amendment to this RFQ and will be posted on the State Contracting Portal and the Department's RFQ Web Page.

Milestones	Ending Dates
RFP Released	March 22, 2012
Questions Due 3:00 PM EST	April 5, 2012
Letter of Intent (LOI) 3:00 PM EST	April 5, 2012
Responses to Questions (tentative)	April 12, 2012
Submissions Due by 3:00 PM EST	April 26, 2012
Successful Respondent Announced	*TBD
Contract Negotiations Begin (tentative)	*June 1, 2012
Contract Begins	July 1, 2012

- 7. Letter of Intent.** Prospective respondents are strongly encouraged, but not required to submit a Letter of Intent (LOI). The LOI is non-binding and does not obligate the sender to submit qualifications. The LOI must be submitted to the Official Contact by

U.S. mail, fax, or e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number, fax number, and e-mail address.

8. Inquiry Procedures. All questions regarding this RFQ or the Department's procurement process must be submitted 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 Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the requirements of the RFQ or the procurement process will not be answered. At its discretion, the Department may or may not respond to questions received after the deadline. If this RFQ requires a Letter of Intent, the Department reserves the right to answer questions only from those who have submitted such a letter. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written addendum to this RFQ. If any answer to any question constitutes a material change to the RFQ, 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 or addenda to this RFQ on the State Contracting Portal and on the Department's RFQ Web Page. At its discretion, the Department may distribute any amendments or addenda to this RFQ to prospective respondents who submitted a Letter of Intent. **Submissions must include a signed Addendum Acknowledgement, which will be placed at the end of any and all amendments or addenda to this RFQ.**

9. Submission Due Date and Time. The Official Contact is the **only authorized recipient** of submissions received in response to this RFQ. Submissions must be received by the Official Contact on or before the due date and time:

- **Due Date:** April 26, 2012
- **Time:** 3:00 p.m. Eastern Time

Faxed or e-mailed submissions will not be evaluated. The Department shall not accept a postmark date as the basis for meeting the submission due date and time. Respondents should not interpret or otherwise construe receipt of a submission after the due date and time as acceptance of the submission, since the actual receipt of the submission is a clerical function. The Department suggests the respondent use certified or registered mail, or a delivery service such as United Parcel Service (UPS) to deliver the submission when the respondent is unable to deliver the submission by courier or in person. When hand-delivering submissions, respondents should allow extra time to comply with building security procedures. Submissions shall not be considered received by the Department until they are in the hands of the Official Contact or another representative of the Contract Procurement Unit designated by the Official Contact. At the discretion of the Department, late submissions may be destroyed or retained for pick-up by the submitters.

An acceptable submission must include the following:

- one (1) original submission;
- four (4) conforming copies of the original submission; and
- two (2) conforming electronic copies (one copy on each of two separate Compact Disks clearly labeled with the Legal Name of the respondent and the RFQ Name: **Consultant for the Dissemination of Triple P - Positive Parenting Program[®] Request for Qualifications (CPPP_RFQ)**

The original submission must carry original signatures and be clearly marked on the cover as "Original." Unsigned submissions may not be evaluated. The original submission and each conforming copy of the submission must be complete, properly formatted and outlined, and ready for evaluation by the Evaluation Team. **The electronic copies of the submission must be compatible with Microsoft Office Word.** For the electronic copies, only the required Appendices and Forms identified in Section IV may be scanned and submitted in Portable Document Format (PDF) or similar file format.

10. Multiple Submissions. Multiple submissions are not an option with this procurement.

11. Declaration of Confidential Information. Respondents 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 respondent deems that certain information required by this RFQ is confidential, the respondent must label such information as CONFIDENTIAL. In Section C of the submission, the respondent must reference where the information labeled CONFIDENTIAL is located in the submission. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the respondent 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 respondent 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).

12. Conflict of Interest - Disclosure Statement. Respondents 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 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. *Example: "[name of respondent] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

■ D. SUBMISSION FORMAT

- 1. Required Outline.** All submissions must follow the required outline presented in Section IV - Submission Outline. Submissions that fail to follow the required outline will be deemed non-responsive and not evaluated.
- 2. Cover Sheet.** The Cover Sheet is Page 1 of the submission. Respondents must complete and use the [Cover Sheet](#) form, which is embedded in this RFQ as a hyperlink.
- 3. Table of Contents.** All submissions must include a Table of Contents that conforms to the required submission outline. (See Section IV.)

- 4. Executive Summary.** Submissions must include a high-level summary of the submission, not exceeding two (2) pages. The Executive Summary shall include:
- a. The respondent's minimum of three (3) years of demonstrated experience working in community organizing and family support services including technical assistance and training for community-based human services and health care providers in parenting, parent education, child development or working with parents providing parent education and related services;
 - b. A statement that the respondent agrees to work a minimum of 1,840 hours and a maximum of 2,080 hours, utilizing work space in the Department's Central Office at 25 Sigourney Street, Hartford, Connecticut as needed; and to travel throughout Connecticut using the respondent's personal vehicle, maintaining minimum automobile insurance coverage for Third Party Liability of \$50,000/\$100,000 and Property Damage Liability of \$5,000.

Example: "I, [name of respondent] agree to work a minimum of 1,840 hours and up to a maximum of 2,080 hours, utilizing work space in the Department's Central Office at 25 Sigourney Street, Hartford, Connecticut as needed, and to travel throughout Connecticut using my personal vehicle, maintaining minimum automobile insurance coverage for Third Party Liability of \$50,000/\$100,000 and Property Damage Liability of \$5,000."

- 5. Attachments.** Attachments other than the required Appendices or Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFQ. Failure to abide by these instructions will result in disqualification.
- 6. Style Requirements.** The original submission and each of the four (4) conforming copies of the original submission must conform to the following specifications:

Binding Type:	Loose leaf binders with the Legal Name of the respondent and the RFQ Name specified in Section I.A.1 of this RFQ appearing on the outside front cover of each binder
Dividers:	A tab sheet keyed to the table of contents must separate each subsection of the submission; the title of each subsection must appear on the tab sheet
Paper Size:	8½" x 11", "portrait" orientation
Page Limit:	None specified
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 one inch (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.
- 8. Packaging and Labeling Requirements.** All submissions must be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the respondent must appear in the upper left corner of the envelope or package. The RFQ Name must be clearly displayed on the envelope or

package: **Consultant for the Dissemination of Triple P Request for Qualifications (CPPP_RFQ)**

Any received submission that does not conform to these packaging or labeling instructions will be opened as general mail. Such a submission may be accepted by the Department as a clerical function, but it will not be evaluated. At the discretion of the Department, such a submission may be destroyed or retained for pick-up by the submitters.

■ **E. EVALUATION OF SUBMISSIONS**

- 1. Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of submissions received in response to this RFQ. When evaluating submissions, negotiating with the successful respondent, and offering the right to negotiate a contract, the Department will conform to its written procedures for 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).
- 2. Evaluation Team.** The Department will designate an Evaluation Team to evaluate qualifications submitted in response to this RFQ. The contents of all submissions, including any confidential information, will be shared with the Evaluation Team. Only submissions found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Submissions 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 submissions must comply with the requirements specified in this RFQ. To be eligible for evaluation, submissions must (a) be received on or before the due date and time; (b) meet the Submission Format requirements; (c) follow the required Submission Outline; and (d) be complete. Submissions that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any submission that deviates significantly from the requirements of this RFQ.
- 4. Evaluation Criteria (and Weights).** Submissions 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 submissions. Only the criteria listed below will be used to evaluate submissions. The criteria are weighted according to their relative importance. The weights are confidential.
 - Qualification Submission
 - Appendices
- 5. Respondent Selection.** Upon completing its evaluation of submissions, the Evaluation Team will submit the rankings of all submissions 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 awarded an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Pursuant to Governor M. Jodi Rell's Executive Order No. 3, any resulting contract will be posted on the State Contracting Portal. All unsuccessful respondents will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and respondent selection process.

- 6. Debriefing.** After receiving notification of the outcome of the evaluation process from the Department, any respondent may contact the Official Contact and request a Debriefing of the procurement process and its submission. 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 submissions with other submissions, 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 RFQ. 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 Award.** Pursuant to Section 4e-36 of the Connecticut General Statutes, "Any bidder or proposer 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 RFQ is subject to the Department's contracting procedures, which may include approval by the Department of Administrative Services and Office of the Attorney General.

II. MANDATORY PROVISIONS

■ A. STANDARD CONTRACT, PARTS I AND II

By submitting qualifications in response to this RFQ, 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, budget, reports, and program-specific provisions of any resulting PSA. 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 PSA. Part II is available on OPM's web site 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.

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 qualifications in response to this RFQ, 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 RFQ development process and had no knowledge of the specific contents of the RFQ 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 submission. The respondent also represents and warrants that the submission 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 RFQ. 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 submission is not made in connection with any competitor submitting a separate submission in response to this RFQ. No attempt has been made, or will be made, by the respondent to induce any competitor to submit, or not submit, qualifications for the purpose of restricting competition.

4. **Validity of Submission.** The respondent certifies that the submission represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFQ and any amendments or attachments hereto. The submission 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 submission, 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 RFQ or any resultant contract.

■ C. TERMS AND CONDITIONS

By submitting qualifications in response to this RFQ, 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 qualifications submitted in response to this RFQ.
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. **Changes to Submission.** No additions or changes to the original submission will be allowed after submission. While changes are not permitted, the Department may request and authorize respondents to submit written clarification of their submissions, in a manner or format prescribed by the Department, and at the respondent's expense.
5. **Supplemental Information.** Supplemental information will not be considered after the deadline for submissions, 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 submission. 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.
6. **Presentation of Supporting Evidence.** If requested by the Department, a respondent must be prepared to present evidence of experience, ability, data reporting capabilities, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFQ. At its discretion, the Department may also check or contact any reference provided by the respondent.

7. **RFQ Is Not An Offer.** Neither this RFQ 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 qualifications in response to this RFQ, 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 RFQ shall ultimately be determined by the Department.
2. **Amending or Canceling RFQ.** The Department reserves the right to amend or cancel this RFQ 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 Submissions.** In the event that no acceptable qualifications are submitted in response to this RFQ, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.
4. **Award and Rejection of Submissions.** The Department reserves the right to award in part, to reject any and all submissions in whole or in part, for misrepresentation or if the submission limits or modifies any of the terms, conditions, or specifications of this RFQ. 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 submission of any respondent who submits qualifications after the submission due date and time.
5. **Sole Property of the State.** All qualifications submitted in response to this RFQ 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 RFQ shall be the sole property of the State, unless stated otherwise in this RFQ 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 RFQ. The Department further reserves the right to contract with one or more respondent for such services.
7. **Clerical Errors in Award.** The Department reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a respondent and subsequently awarding 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.

■ E. STATUTORY AND REGULATORY COMPLIANCE

By submitting qualifications in response to this RFQ, 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 submissions any confidential information. If the respondent indicates that certain documentation, as required by this RFQ, 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.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
- 3. Consulting Agreements, C.G.S. § 4a-81.** Submissions 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 submission. 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: [OPM Ethics Forms](#)
IMPORTANT NOTE: A respondent must complete and submit OPM Ethics Form 5 to the Department with the submission.

4. **Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If a respondent is awarded 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 CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website: [OPM Ethics Forms](#)
IMPORTANT NOTE: The successful respondent must complete and submit OPM Ethics Form 1 to the Department prior to contract execution.
5. **Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a respondent is awarded 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 CT State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website: [OPM: Nondiscrimination Certification](#)
IMPORTANT NOTE: The successful respondent must complete and submit the appropriate nondiscrimination certification form to the awarding Department prior to contract execution.
6. **[Certification Regarding Lobbying](#), (embedded as a hyperlink) - To submit a responsive proposal, THE RESPONDENT SHALL provide a signed statement to the effect that no funds have been paid or will be paid to 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 awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.**

III. PROGRAM INFORMATION

■ A. DEPARTMENT OVERVIEW

The Department of Social Services provides a broad range of services to the elderly, persons with disabilities, families, and individuals who need assistance in maintaining or achieving their full potential for self-direction, self-reliance, and independent living. It administers more than 90 legislatively authorized programs and one third of the State budget. By statute, it is the State agency responsible for administering a number of programs under federal legislation, including the Rehabilitation Act, the Food and Nutrition Act of 2008, the Older Americans Act, and the Social Security Act. The Department is also designated as a public housing agency for the purpose of administering the Section 8 program under the federal Housing Act.

The Department is headed by the Commissioner of Social Services and there are two Deputy Commissioners -- a Deputy Commissioner for Programs and a Deputy Commissioner for Health Services, Finance, and Administration. There is a regional administrator responsible for each of the three service regions. By statute, there is a statewide advisory council to the Commissioner, and each region must have a regional advisory council.

The Department administers most of its programs through 12 offices located in the three service regions, with central office support located in Hartford. In addition, many services funded by the Department are available through community based agencies, including the 156 senior centers throughout Connecticut. The Department has out-stationed employees at hospitals to expedite Medicaid applications, and funds Healthy Start sites, which can accept applications for Medicaid for pregnant women and young children. Many of the services provided by the Department are available via mail or telephone call.

There are two entities attached to the Department for administrative purposes only. They are the Child Day Care Council and the Bureau of Rehabilitative Services. The Bureau of Rehabilitative Services is comprised of the former DSS Bureau of Rehabilitation Services; Board of Education and Services for the Blind; Commission on the Deaf and Hearing Impaired; and portions of the Workers' Compensation Commission and Department of Motor Vehicles.

Department Mission

The Connecticut Department of Social Services provides a continuum of core services to:

- Meet basic needs of food, shelter, economic support, and health care
- Promote and support the choice to live with dignity in one's own home and community
- Promote and support the achievement of economic viability in the workforce

We gain strength from our diverse environment to promote equal access to all Department programs and services.

Department Vision

The Connecticut Department of Social Services is people working together to support individuals and families to reach their full potential and live better lives. We do this with humanity and integrity.

■ B. PROGRAM OVERVIEW

The Triple P--Positive Parenting Program[®] is an international, award winning multilevel system or suite of parenting and family support strategies for families with children from birth to age 12, with extensions to families with teenagers ages 13 to 16. Developed for use with families from many cultural groups, Triple P is designed to prevent social, emotional, behavioral, and developmental problems in children by enhancing their parents' knowledge, skills, and confidence. The program, which also can be used for early intervention and treatment, is founded on social learning theory and draws on cognitive, developmental, and public health theories. Triple P has **five (5) intervention levels** of increasing intensity to meet each family's specific needs. Each level includes and builds upon strategies used at previous levels.

Level 1 (Universal Triple P) is a media-based information strategy designed to increase community awareness of parenting resources, encourage parents to participate in programs, and communicate solutions to common behavioral and developmental concerns.

Level 2 (Selected Triple P) provides specific advice on how to solve common child developmental issues (for example, toilet training) and minor child behavior problems (for example, bedtime problems). Included are parenting tip sheets and videotapes that demonstrate specific parenting strategies. Level 2 is delivered mainly through one or two brief face-to-face 20-minute consultations.

Level 3 (Primary Care Triple P) targets children with mild to moderate behavior difficulties (for example, tantrums, fighting with siblings) and includes active skills training that combines advice with rehearsal and self-evaluation to teach parents how to manage these behaviors. Level 3 is delivered through brief and flexible consultation, typically in the form of four 20-minute sessions.

Level 4 (Standard Triple P and Group Triple P), an intensive strategy for parents of children with more severe behavior difficulties (for example, aggressive or oppositional behavior), is designed to teach positive parenting skills and their application to a range of target behaviors, settings, and children. Level 4 is delivered in 10 individual or eight group sessions totaling about 10 hours.

Level 5 (Enhanced Triple P) is an enhanced behavioral family strategy for families in which parenting difficulties are complicated by other sources of family distress (for example, relationship conflict, parental depression or high levels of stress). Program modules include practice sessions to enhance parenting skills, mood management strategies, stress coping skills, and partner support skills. Enhanced Triple P extends Standard Triple P by adding three to five sessions tailored to the needs of the family.

Variations of some Triple P levels are available for parents of young children with developmental disabilities, (**Stepping Stones Triple P**) and available for parents at risk of child maltreatment, (**Pathways Triple P**).

Responsibilities of the Consultant for the Dissemination of Triple P are as follows:

1. Participate in stakeholder and community meetings to provide information and increase awareness of and interest in the Triple P program;
2. Coordinate with Triple P America to ensure that community providers and others are trained in the Triple P program, receive the materials they need to implement the program, and maintain interest and fidelity to the program model;
3. Coordinate with local entities to engage and recruit providers for the training and to participate in the Triple P program;

4. Conduct parenting seminars for parents to promote positive parenting and the Triple P program; and
5. Work closely with the Department's researchers and evaluators to assess the implementation and efficacy of the program. Analyze quantitative and qualitative data in order to document, monitor, and evaluate the project activities undertaken and the effect of those activities on the project goal.

■ C. QUALIFICATION SUBMISSION

Only individuals that meet or exceed the minimum qualifications set forth below are eligible to submit responses to this RFQ. **Private provider organizations (defined as nonstate entities that are either nonprofit or proprietary corporations or partnerships), Connecticut State agencies, and municipalities are ineligible to participate in this procurement.**

To be eligible to submit a response to this RFQ, a respondent must have the following minimum qualifications:

1. A Bachelor's, Master's or Doctoral degree in Human Services, Social Work, Social Sciences, Anthropology, Public Health, Political Science, Sociology or related field;
2. A minimum of three (3) years of demonstrated experience working in community organizing and family support services including technical assistance and training for community-based human services and health care providers in parenting, parent education, child development or working with parents providing parent education and related services;
3. A current and valid Connecticut driver's license;
4. Minimum automobile insurance coverage for Third Party Liability of \$50,000/\$100,000 and Property Damage Liability of \$5,000; and
5. The willingness and ability to work a minimum of 1,840 hours and up to a maximum of 2,080 hours, utilizing work space in the Department's Central Office at 25 Sigourney Street, Hartford, Connecticut, and to travel throughout Connecticut using the respondent's personal vehicle.

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

A responsive submission must include the following information about the respondent's qualifications and experience.

1. A copy of the respondent's degree(s) as [Appendix 1](#);
2. A copy of the respondent's current and valid Connecticut driver's license as [Appendix 2](#);
3. A copy of the respondent's automobile insurance policy declarations page as [Appendix 3](#);
4. A description of the respondent's qualifications to perform the consulting services required by this RFQ including demonstrated experience in:
 - a. Community organizing and family support services including technical assistance and training for community-based human services and health care providers in parenting, parent education, child development or working with parents providing parent education and related services;
 - b. Facilitating meetings and presentations for human services, health and other community-based providers to ensure positive parenting and the implementation of the Triple P program;
 - c. Designing and implementing community outreach efforts;
 - d. Project management;

- e. Data collection, analysis, and report writing;
 - f. Oral and written communication; and
 - g. Microsoft Office Word and Excel.
5. A current resume, not exceeding two (2) pages, as [Appendix 4](#). The resume must reflect the respondent's qualifications including related experience and education; and
6. Three (3) specific references. References must be persons able to comment on the respondent's qualifications. References must include the organization's name, name of a specific contact person, mailing address, telephone number, and e-mail address. The contact person must be an individual familiar with the respondent's qualifications. If during the past five years the respondent has directly or indirectly through a subcontract, performed services for or through a contract with the Department, the respondent must include a Department reference. Respondents are strongly encouraged to contact their references to ensure the accuracy of their contact information and their willingness and ability to be references. The Department expects to use these references in its evaluation process.

D. PAYMENT INFORMATION

By submitting qualifications in response to this RFQ, the respondent explicitly agrees to the following payment terms:

The resultant contractor shall be compensated biweekly at \$40.00 per hour, up to a maximum annual amount of \$83,200, plus a maximum amount of \$6,800 for travel and travel related expenses. All [travel](#) and travel related expenses must be approved by the Department in advance in a format required by the Department.

All payments to the contractor shall be contingent upon the Department's receipt and approval of completed [W-1270](#) forms, which shall be provided by the Department, and itemized invoices detailing time spent on contractually-required activities and project-related expenses. Specific terms and conditions pertaining to the payment process shall be set forth in the terms of the PSA.

IV. SUBMISSION OUTLINE

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

	Page
A. Cover Sheet	1.
B. Table of Contents	2.
C. Declaration of Confidential Information	3.
D. Conflict of Interest - Disclosure Statement	
E. Executive Summary	
F. Qualification Submission	
1. Description of Qualifications	
2. References	
G. Appendices	
1. Degree(s)	
2. Connecticut Driver's License	
3. Automobile Insurance Policy Declarations Page	
4. Resume	
H. Forms	
1. Department	
a. Addendum Acknowledgement.	
b. Certification Regarding Lobbying ¹	
2. Other Consulting Agreement Affidavit (OPM Ethics Form 5) ¹	

¹ Included when the contract resulting from this RFQ has an anticipated value of \$50,000 or more in a calendar or fiscal year. The proposer must submit this certification to the Department with the submission.