

PROCUREMENT NOTICE

Connecticut Project Longevity Care Coordination Program Request for Proposals

The Justice Education Center, Inc. is seeking proposals from eligible 501(c)(3) nonprofit organizations to act as an assessment, resource and referral hub, using a care coordination model, for participants (individuals and their families) in an anti-gun violence program, CT Project Longevity. Services will be provided within the Greater Bridgeport, New Haven, Waterbury, and Hartford areas.

Official Contact:

Name: Sherry Haller, Executive Director, The Justice Education Center, Inc.
Address: 62 LaSalle Road, Suite 308, West Hartford, CT 06107
Phone: 860-231-8180
E-Mail: justiceeducation@aol.com

Deadline for submission of proposals is Friday, December 23, 2022 by 3:00 p.m. Eastern Time.

I. GENERAL INFORMATION

■ A. INTRODUCTION

1. **RFP Name: Connecticut Project Longevity Care Coordination Program**
2. **Summary.** The Justice Education Center, Inc. is seeking proposals from eligible 501(c)(3) nonprofit organizations to act as an assessment, resource and referral hub, using a care coordination model, for participants (individuals and their families) in an anti-gun violence program, CT Project Longevity. Services will be provided within the Greater Bridgeport, New Haven, Waterbury, and Hartford areas. Providers are encouraged to propose an overall care coordination approach, but we also encourage providers who provide targeted care coordination to sub-groups such as mothers, juveniles, or other special populations to propose targeted care coordination as well.

■ B. INSTRUCTIONS

1. **Official Contact.** The Center 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 Center.

Name: Sherry Haller, Executive Director, The Justice Education Center, Inc.
Address: 62 LaSalle Road, Suite 308, West Hartford, CT 06107
Phone: 860-231-8180
E-Mail: justiceeducation@aol.com

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

2. **Contract Offers.** The offer of the right to negotiate a contract pursuant to this RFP is dependent upon the availability of funding to The Center. The Center anticipates the following:

Total Funding Available: Up to \$90,000 per site
Number of Contracts: Four
Contract Cost: Confidential
Catchment Areas: Greater Bridgeport, New Haven, Waterbury, and Hartford
Contract Term: February 15, 2023 – June 30, 2023

3. **Eligibility.** Eligible respondents are private provider organizations (defined as non-state entities that are 501(c)(3) nonprofit corporations or partnerships with principal place of business in Connecticut) or Connecticut municipalities. Individuals who are not a duly formed business entity are ineligible to participate in this procurement.
4. **Minimum Qualifications of Respondents.** To be considered for the right to negotiate a contract, a respondent must have the following minimum qualifications:
 - a. A minimum of five years demonstrated experience providing care coordination and case management services in the community for which services are being proposed;
 - b. Established partnerships and/or collaborations with the providers in the catchment areas.

5. Procurement Schedule. See below. Dates after the due date for proposals (“Proposals Due”) are target dates only (*). The Center may amend the schedule, as needed. Any change will be made by means of an addendum to this RFP and will be posted on the The Justice Education Center, Inc.’s website at www.justiceeducationcenter.org.

- RFP Released: November 17, 2022
- Deadline for Questions: December 5, 2022 3:00 p.m. Eastern Time
- Answers Released: December 9, 2022 (on website)
- Proposals Due: December 23, 2022 3:00 p.m. Eastern Time

6. Inquiry Procedures. All questions regarding this RFP or procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions determined by to be material to this procurement and received before the deadline will be answered. At its discretion, The Center may or may not respond to questions received after the deadline. The Center may combine similar questions and give only one answer.

7. 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: December 23, 2022
- Time: 3:00 p.m. Eastern Time

Faxed or mailed proposals will not be evaluated. Proposers should not interpret or otherwise construe receipt of a proposal after the due date and time as acceptance of the proposal since the actual receipt of the proposal is a clerical function. Proposals received after the due date and time may be accepted by The Center as a clerical function, but such late proposals will be evaluated for consideration under this RFP only at the discretion of The Center. At the discretion of The Center, late proposals may be destroyed or returned by the submitters.

An acceptable submission must include the following:

- one (1) electronic proposal in PDF format, including any appendices
- one (1) budget compatible with Microsoft Office Excel

Proposers should keep the original signatures on file for potential future reference. The electronic copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

8. Multiple Proposals. The submission of multiple proposals by the same respondent is an option with this procurement but *separate proposals must be submitted for each region.*

9. 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 RFP is confidential, the respondent must label such information as CONFIDENTIAL

■ D. PROPOSAL FORMAT

1. **Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Submissions that fail to follow the required outline may be deemed non-responsive and not evaluated.
2. **Table of Contents.** All proposals must include a Table of Contents that conforms to the required proposal outline.
3. **Executive Summary.** Proposals must include a high-level summary, not exceeding two (2) pages, of the main proposal and cost proposal. The Executive Summary shall include: a) the respondent’s minimum of three (2) years of demonstrated experience with care coordination (b) methodology of provision of case management services and assistance to criminal justice involved persons (c) relationships and engagement strategies with community partners in the Greater Bridgeport, New Haven, Waterbury, and Hartford areas.
4. **Attachments.** Attachments other than the required Appendices or Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions may result in disqualification.
5. **Style Requirements.** Submitted proposals must conform to the following specifications:
 - Paper Size: 8 ½” x 11” “portrait” orientation
 - Page Limit: 20 pages *excluding* all required Appendices and Forms
 - Font Size: Minimum 11 point
 - 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
6. **Pagination.** The proposer’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 in the footer.
7. **Delivery Condition** – All proposals must be received via email, including all required attachments by the above deadline. Proposers are recommended to use a secure email platform or request a read receipt to confirm delivery.

■ E. EVALUATION OF PROPOSALS

1. **Evaluation Process.** It is the intent of The Center to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP.
2. **Evaluation Team.** The Center will designate an Evaluation Team to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Evaluation Team. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any respondent (or representative of any respondent) to contact or influence any member of the Evaluation Team may result in disqualification of the respondent.
3. **Minimum Submission Requirements.** All proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must (a) be received on or before the due date and time; (b) meet the Proposal Format requirements; (c) follow the required Proposal Outline; and (d) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Center 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 Evaluation Team will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighted according to their relative importance. The weights are confidential.
- Organizational Requirements
 - Service Requirements
 - Staffing Requirements
 - Data and Technology Requirements
 - Community Partners and Subcontractors
 - Work Plan
 - Financial Requirements
 - Budget Requirements
 - Appendices
- 5. Respondent Selection.** Upon completing its evaluation of proposals, the Evaluation Team will submit the rankings of all proposals to The Center’s Executive Director. The final selection of a successful respondent is at the discretion of the ED. Any respondent selected will be so notified and offered an opportunity to negotiate a contract with The Center. Such negotiations may, but will not automatically, result in a contract. All unsuccessful respondents will be notified by e-mail about the outcome of the evaluation and respondent selection process.
- 6. Debriefing.** After receiving notification from The Center, any respondent may contact the Official Contact and request a Debriefing of the procurement process and its proposal. If respondents still have questions after receiving this information, they may contact the Official Contact and request a meeting with The Center to discuss the procurement process. The Center shall schedule and conduct Debriefing meetings that have been properly requested, within **fifteen (15) days** of The Center’s receipt of a request. The Debriefing meeting must not include or allow any comparisons of any proposals with other proposals, nor should the identity of the evaluators be released. The Debriefing process shall not be used to change, alter or modify the outcome of the competitive procurement. More detailed information about requesting a Debriefing may be obtained from the Official Contact.

III. PROGRAM INFORMATION

■ A. CONNECTICUT PROJECT LONGEVITY CARE COORDINATION OVERVIEW

1. Program Description

Project Longevity is an anti-gun violence program operating in the four cities mentioned above. There are two core staff in each of the four cities, a Program Manager and a social services coordinator. Project Longevity staff in each city work with the police department, probation, parole, corrections, municipal, and community organizations in each city to identify those individuals who are the highest risk of either committing or being victims of gun violence, and offer to connect them with an array of services that can help them move away from those risks. These services may include short term basic needs, emergency housing, mental or physical health services, substance use disorder services, driver's licenses, job readiness training, occupational skills training, or other services as needed. While Project Longevity has resources to fund some of these services directly, the program also leverages resources already available in the community.

Given the array of potential community resources available and the limited core staffing of Project Longevity, the Center is seeking an organization in each community that has connections with a wide array of partners and services in the community to act as an assessment, resource and referral hub, using a care coordination model, for Project Longevity clients including but not limited to special populations such as young mothers, fathers, and families and juveniles who are related to Project Longevity clients or are involved in PL themselves.

This organization would:

- 1) Receive participant referrals from Project Longevity;
- 2) Use the initial client information gathered by the Project Longevity staff, and additional client discussion, to identify what the client needs, and create clear service plan using a care coordination model;
- 3) Using a facilitated referral approach, and with an understanding of the partner resources available in the community, refer the client to the services and resources they need
- 4) Participate in follow up case conferences with the PL staff using our client case conferencing tool, Veoci.

The care coordination model is based on the Wraparound model (<http://wraparoundmke.com/>)-. Care Coordination is a family-focused program that uses the Wraparound model so that all children, youth, and families can achieve optimal levels of functioning at home, in the community, and at school/work. Care Coordination helps families identify and meet their needs through the use of high fidelity "Wraparound." See- CT Connecting to Care - <https://www.connectingtocarect.org/wrapct/care-coordination/> .

2. Program Purpose

The CT Project Longevity Care Coordination effort's main purpose is to ensure clients receive the services they need, coordinated through a trusted community partner that understands care coordination and case management, and that has the community connection to facilitate appropriate referrals to services and to ensure adequate follow up regarding those referrals.

3. Eligible Program Participants

Eligible participants will be Project Longevity clients and their families.

■ C. MAIN PROPOSAL

Eligible respondents are private provider organizations (defined as non-state entities that are 501(c)(3) nonprofit corporations or partnerships with principal place of business in Connecticut). Individuals who are not a duly formed business entity are ineligible to participate in this procurement.

Respondents are required to provide the information requested about each community partner and subcontractor proposed to provide direct services to program participants where indicated throughout this section of the RFP. Failure to comply with this requirement may result in the immediate disqualification of the proposal.

1. Organizational Requirements

A responsive proposal must include the following information about the administrative and operational capabilities of the respondent, and each proposed community partner and subcontractor where indicated throughout this section of the RFP.

- a. *Purpose/Mission.* Provide a brief overview of the respondent's and each proposed community partner's and subcontractor's organization including the purpose, mission, vision, and years in operation. Describe how the CT Project Longevity Care Coordination role fits within the respondent's and each proposed community partner's and subcontractor's purpose, mission, and vision.
- b. *Entity Type.* Provide proof of the respondent's 501(c)(3) nonprofit status, such as a copy of the Internal Revenue Service (IRS) determination letter in Appendices.
- c. *Location of Offices.* Specify the location of the respondent's principal place of business.
- d. *Current Range of Services/Program participants.* Summarize the services the respondent and each proposed community partner and subcontractor currently provide, or have provided during the past two years in the Greater Bridgeport, New Haven, Waterbury, and Hartford areas including community collaboration and criminal justice concerns. Include the current number of program participants being served, client-to-staff ratio, funding source(s), and successes.
- e. *Qualifications/Relevant Experience.* Describe the respondent's and each proposed community partner's and subcontractor's experience performing the activities required by this RFP. Provide evidence of the respondent's ability to manage public (city, state, and/or federal) grants, contracts, and third-party reimbursement systems. Summarize the respondent's ability to lead a collaborative effort and coordinate multiple community partners and subcontractors, if applicable.
- f. *Audit Compliance.* Describe the respondent's and each proposed community partner's and subcontractor's success with contract compliance requirements during the past two (2) years. Identify any deficiencies in program audits and, if applicable, detail what steps the organization has taken to address any recommendations. List all sanctions, fines, penalties or letters of noncompliance issued against the respondent and each proposed community partner and subcontractor by any funding source (public and/or private). Describe the circumstances eliciting the sanction, fine, penalty or letter of noncompliance and the corrective action or resolution to the sanction, fine, penalty or letter of noncompliance. If no sanctions, fines, penalties or letters of noncompliance were issued, a statement that attests that no sanction, fine, penalty or compliance action has been imposed on the respondent and each proposed community partner and subcontractor within the past two (2) years must be submitted.

2. Service Requirements

A responsive proposal must describe how the respondent shall, directly or indirectly through community partners and subcontractors, perform the activities required by this RFP.

- a. *Coordinate Referrals.* Specify how your agency will accept referrals from Project Longevity and identify the single source of contact.
- b. *Intake Process.* Describe how the referrals will be contacted and engaged.
- c. *Assessment Process.* Describe what if any tools will be used to evaluate the participant and how information provided by Project Longevity will be incorporated into the credible messaging.
- d. *Location of Offices/Hours of Operation.* Specify the location of all direct program participant service sites, hours of operation, and services to be provided at each site. Demonstrate compliance with the Americans with Disabilities Act regarding handicapped access for direct program participant service sites. Program staff must be available at times when critical communication can take place with the target population including evenings and weekends, and in response to emergency situations.
- e. *Target Population.* Describe how services will be provided to the clients and previous experience with clientele.
- f. *Service Capacity/Delivery Plan/Process.* Describe in detail activities that will be performed. Specifically, the proposal shall describe a Service Capacity/Delivery Plan to ensure that services are available no later than February 1, 2022. Said plan shall include but not be limited to:
 - ❖ Describe your care coordination service capacity—how many participants will you be able to coordinate care for annually, and what is your average monthly caseload capacity?
 - ❖ Describe any previous experience with the care coordination model. If there is no experience, describe any other case management experience your organization has, and how you will adopt the care coordination model for Project Longevity participants.
 - ❖ Describe your approach to creation of service plan, facilitating referrals to specific services (by service type), referral follow up, and case management.
 - ❖ Describe how your agency and/or program contact will coordinate case conferences with the referring Project Longevity contact.
 - ❖ Describe the primary point of contact for all communication.
- g. *Linkages/Program Collaboration/Coordination.* Describe in detail the collaborative efforts that are currently in place between the respondent and proposed community partners and subcontractors, and the existing resources within Greater Bridgeport, New Haven, Waterbury, or Hartford areas specified in the respondent’s proposal. Identify leveraged services that will support CT Project Longevity Care Coordination Role and describe any coordinated services between the respondent, proposed community partners and subcontractors, and other service providers that will be beneficial to the target population.
- g. *Quality Assurance Protocols.* Describe the respondent’s and each proposed community partner’s and subcontractors’ internal process to ensure the quality and appropriateness of the activities to be performed. If an external quality assurance process is used, describe the process.
- h. *Safeguarding Confidential Information*
Please submit a written statement, which will become part of the contract between your company/agency and the Center, if your company/agency is awarded a contract in relation to this

Agreement, certifying that confidential records and/or information will be used solely and exclusively for the purpose of performing work under this contract, and describing the following in detail:

- a. Types of confidential records and/or information required to perform the services required under this contract.
- b. Who on your staff will be allowed to access and/or view this information?
- c. The purpose(s) for which this information is to be used.
- d. The precautions to be taken to ensure the security and confidentiality of the records and/or information. (For example: non-disclosure of the names of any persons contained in data extracts; limiting number of copies made from data extracts; maintaining information in a secure area; encoding names and other information that may reveal a person's identity; providing-education to staff; use of passwords; deleting data upon completion of access rights, etc.)
- e. The sanctions for improper use and/or disclosure of this information by your staff. (For example: written reprimand; suspension; dismissal from employment, etc.)

3. Staffing Requirements

A responsive proposal must include the following information about the number and qualifications of staff that the respondent and each proposed community partner and subcontractor intend to employ to perform the activities required by this RFP.

- (a) **Key Personnel:** Provide the names and titles of proposed personnel key to the success of the proposed program and the hours and percentages of time dedicated to this project. Describe how your staffing will successfully meet this RFP's requirements in light of any other obligations this staff have to any other entity. Summarize your procedures to secure and retain professional staff and your method to evaluate personnel performance.
- (b) **Job Descriptions:** Attach job descriptions for proposed funded positions and resumes if position hours are to be filled by % of FTE of existing staff members.
- (c) **Staff-to-Client Ratio:** Describe the support staff to client ratio proposed for your program and the rationale used for arriving at that ratio. (Note: it is anticipated that the average case load size for a case manager will be 20 clients)

4. Data and Technology Requirements

A responsive proposal must provide the following information about the respondent's and each proposed community partner's and subcontractor's information management and performance measurement systems.

a. Data Reporting and Technology Capacity

Describe your capacity to collect program participant level data via Project Longevity's Veoci Tool, or your willingness to implement such data collection standards within one month of award.

b. Program Outcome Requirements

Describe how your program will assist The Center in meeting its goal of providing services to individuals at risk of committing or being victims of gun violence in order to reduce gun violence in the community. The following performance measures will be in place to measure performance on the care coordination model:

- Number of individuals served;
- Average number of case management contacts per month;
- Average monthly case load
- Number and percent of individuals referred to care coordination that are assessed
- Number and percent of individuals referred to care coordination that receive a service plan
- Number and percent of individuals referred to care coordination that receive facilitated service referrals
- Number and percent of individuals referred to care coordination that receive services to which they were referred
- Number and percent of individuals achieving expected outcomes of the services to which they were referred.

■ D. COST PROPOSAL COMPONENT

1. Financial Requirements

- (a) Audited Financial Statements: The proposer shall submit 1 copy of the proposer's two most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (GAAP) (USA). Each copy shall include all applicable financial statements, auditor's reports, management letters, and any corresponding reissued components. Audited Financial Statements do not count toward the total page limit of the proposal. Each copy shall be included with the proposal in Appendices.
- (b) Financial Management Procedures. The proposer shall submit the proposer's written financial management procedures that include policies/procedures for: (i) managing and tracking cash receipts/disbursements; (ii) budgeting; (iii) procurement; (iv) reconciling expenditures; (v) separation of duties/functions and (vi) payroll. Include with the proposal in Appendices.
- (c) Financial Capacity: Describe the organization's financial capacity to properly isolate RRP-related income and expenditures. Discuss the internal controls used to ensure the safeguarding of funds to ensure that a thorough record of expenditures can be provided for purposes of an audit.
- (d) Leveraged Funds: Describe the proposer's long term strategy to sustain funding for the program and explain how RRP funds may be used to leverage other funding. The Center encourages the leveraging of existing resources for service provision. To the extent that the applying organization has additional funding for specific services available, The Center will work with the organization to optimize funding for these services where appropriate.
- (e) Mixed Funding: If proposer is utilizing staff from various funding sources, proposer will document how staff time for this program will be tracked.

2. Budget Requirements

- (a) Budget: Use the Budget form found at <https://www.justiceeducationcenter.org/initiatives/solicitations/> to prepare an annual line item budget that depicts the allowable costs associated with the program.
- (b) Budget Narrative: Detail how expenses listed in the annual budget were calculated. Either Microsoft Word or Excel format is acceptable.
 - ❖ Supportive Services may include both personnel and program costs. Personnel narratives must include the number and/or percent of case manager positions (use FTE) funded. Administrative salaries cannot be funded under the supportive services line item but may be included in the Administration line item. Program costs that support the operation of the proposed program are allowed and must be itemized and justified in the narrative.
 - ❖ The Center reserves the right to fund portions of a proposed budget and/or require adjustments.