

PROCUREMENT NOTICE

Connecticut Project Longevity Intensive Case Management Services Request for Proposals

The Justice Education Center, Inc. in partnership with the Connecticut Judicial Branch's Court Support Services Division (JBCSSD), is seeking proposals from eligible 501(c)(3) nonprofit organizations to provide intensive case management services for participants (individuals and their families) in an anti-gun violence program, CT Project Longevity. Services will be provided within New London area.

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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 July 24 by 3:00 p.m. Eastern Time.

I. GENERAL INFORMATION

A. INTRODUCTION

1. **RFP Name:** Connecticut Project Longevity Intensive Case Management Services
2. **Summary.** The Justice Education Center, Inc. in partnership with the Connecticut Judicial Branch's Court Support Services Division (JBCSSD), is seeking proposals from eligible 501(c)(3) nonprofit organizations to provide intensive case management services for participants (individuals and their families) in an anti-gun violence program, CT Project Longevity. Services will be provided within the City of New London.

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.

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| 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:

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| Total Funding Available: | Up to 226,000 per site annually |
| Number of Contracts: | 1 |
| Contract Cost: | Confidential |
| Catchment Areas: | New London |
| Contract Term: | August 1, 2025 to June 30, 2026 |

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 intensive case management or 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: June 23, 2026
- Deadline for Questions: July 3, 2025 2 3:00 p.m. Eastern Time
- Answers Released: July 7, 2025 (on website)
- Bidder’s Conference: July 7, 2025 at 1pm

Zoom for Bidders Conference:

Topic: Project Longevity Case Management RFP Bidders Conference

Time: Jul 7, 2025 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84968962618?pwd=3zyxpn4eKy81AzQPqiySH5iKtTk3BZ.1>

Meeting ID: 849 6896 2618

Passcode: 012070

- Proposals Due: July 24, 2025 3:00 p.m. Eastern Time
- (*) Start of Contract: August 1, 2025

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: July 24, 2025
- 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 not be accepted for evaluation.

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. (See Section IV.)
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 (3) years of demonstrated experience with intensive case management(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 New London area
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 OVERVIEW

1. Program Description

Project Longevity is an anti-gun violence program operating multiple Connecticut cities.. There are two core staff in each program location, a Program Manager and a social services coordinator. Project Longevity staff work with the police department, probation, parole, corrections, municipal, and community organizations 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.

Project Longevity case management/Intensive case management provides comprehensive, community-based support services for participants unable to meet their basic needs independently. Intensive case management emphasizes outreach, relationship building, and resource coordination by case managers who carry reduced caseloads. Intensive case managers devote substantial time and customized assistance, as well as referrals for a diverse range of services to meet the unique needs, strengths and goals of each individual.

In this model, the case manager meets regularly with the participant, often with multiple contacts each week – and meets with the participant more frequently during times of crisis - accompanying participants to sessions and appointments, determining the duration of services based on the participant's needs, and shares caseload responsibilities with other case managers to ensure complete and consistent individual care that participants may require. With a higher degree of the case manager's involvement, the relationship between the participant and case manager is generally stronger than with traditional models, often leading to improved participant outcomes. By helping participants stabilize and meet basic needs, intensive case management can also reduce recidivism rates and reliance on institutional care over time. Care for participants requiring intensive case management continues as long as required to stabilize functioning in real-world, generally up to 6 months, after which participants may served through traditional case management if needed. One of the ways in which the intensive case management approach is different from more traditional case management approaches is that it flexibly adapts to provide the level and type of care needed even during crises. Participant progress is tracked in Veoci, with weekly updates at a minimum.

The Center is seeking an organization in each community that has connections with a wide array of partners and services to provide intensive case management/case management services for Project Longevity participants including but not limited to special populations such as young mothers, fathers, and families and juveniles who are related to Project Longevity participants or are involved in PL themselves.

Case management organizations will:

- 1) Receive referrals for service from Project Longevity core staff;

- 2) Use the initial participant information gathered by the Project Longevity staff, and additional participant assessment, to identify participant strengths and needs, and create a clear service plan using aa traditional or intensive case management approach, as appropriate;
- 3) Using a facilitated referral approach, and with an understanding of the partner resources available in the community, refer the participant to the services and resources they need
- 4) Participate in weekly case conference meetings with the local Project Longevity team
- 5) Document participant progress and all participant contacts using the Project Longevity case management system, Veoci.

2. Program Purpose

The CT Project Longevity Intensive case management/case management effort's main purpose is to ensure participants receive the services they need, coordinated through a trusted community partner that understands intensive case management, as well as traditional 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 Participants

Eligible participants will be Project Longevity participants and their families referred by Project Longevity staff, and based on established criteria for intensive case management, or traditional case management, services

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.

Describe how your program will assist TJEC providing services to individuals at risk of committing or being victims of gun violence in order to reduce gun violence in the community. This approach aims to break cycles of violence by empowering individuals to make safer, more constructive life choices. Reporting mechanisms will be implemented to measure performance on the intensive case management service.

The primary goals include:

- identifying at-risk individuals,
- building trust, and developing tailored service plans that address underlying risk factors.

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 organization including the purpose, mission, vision, and years in operation. Describe how the CT Project Longevity intensive case management/case management service fits within the respondent's and 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 Section IV.G. 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 New London area including community collaboration and criminal justice concerns. Include the current number of program participants being served, participant-to-staff ratio, funding source(s), and successes.
- e. *Qualifications.* Describe the respondent's and each proposed community partner's and subcontractor's experience performing the activities required by this RFP.
- f. *Relevant Experience.* 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.
- g. *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 referred participants will be contacted and engaged.
- c. *Assessment Process.* Describe what if any tools will be used to assess 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
- e. *Target Population.* Describe how services will be provided to the participants and previous experience engaging this population.
- 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 September 1, 2025. Said plan shall include but not be limited to:
- ❖ Describe your intensive case management/case management service capacity—describe how you will be able to serve 30 participants **by each case manager** at all times.
 - ❖ Describe any previous experience delivering intensive case management services. Describe any other case management experience your organization has, and how you will manage the balance between intensive case management and traditional case management 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 participate in weekly case conferences with the local Project Longevity team.
 - ❖ Describe the primary point of contact for all communication.
- h. *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 the locations specified in the respondent's proposal. Identify internal services that will support CT Project Longevity Intensive/traditional case management role.
- i. Identify the community-based services you regularly access in your community for this population, and that will help enhance your service delivery. Include any agreements that allow you to triage participants who need priority access to services.
- j. *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.
- k. *Safeguarding Confidential Information*
Submit a written statement, which will become part of the contract between your organization and the Center, if your organization 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. How records are securely stored, both electronically and hard copy;
 - b. Types of confidential records and/or information required to perform the services required under this contract;
 - c. Who on your staff will be allowed to access and/or view this information;
 - d. The purpose(s) for which this information is to be used;
 - e. 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.);

- f. The sanctions for improper use and/or disclosure of this information by your staff. (For example: written reprimand; suspension; dismissal from employment, etc.);
- g. Documentation that all staff assigned to Project Longevity have successfully completed mandated reporter training.

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. Case managers assigned to Project Longevity must be assigned to Project Longevity on a full-time basis without any other programmatic obligations. Summarize your procedures to secure and retain professional staff and your method to evaluate personnel performance. We expect that 2 case managers will be made available, with the caseload capacity of 30 participants each,. Please also describe how these case managers will be supervised.
- (b) Job Descriptions: Attach job descriptions for proposed funded positions, and resumes of existing staff members identified to fill proposed Project Longevity contracted positions.
- (c) Intensive/traditional Case Management Caseload: It is expected that each intensive case manager will have the capacity to serve at least 30 participants at all times. It is anticipated that intensive case management services will last approximately 6 months, although this timeframe may be negotiated with the local Project Longevity team as needed.

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 system, or your willingness to implement such data collection standards within one month of award. Services provided to participants and associated participant outcomes need to be entered as they are provided or identified into Veoci.

b. Program Reporting Requirements

The following performance measures will be in place to measure performance on the intensive case management/case management service, and must be included in monthly reports to TJEC. Performance reports will be used as part of contract oversight:

- Number of individuals served;

- Average number of case management contacts per month;
- Average monthly case load
- Number and percent of individuals referred to intensive/traditional case management who receive an assessment
- Number and percent of individuals referred to intensive/traditional case management who receive a service plan
- Number and percent of individuals referred to intensive/traditional case management who receive facilitated service referrals
- Number and percent of individuals referred to intensive/traditional case management who 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 Section IV.H. 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 Section IV.H. 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.
- (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.