



Procurement Notice

Connecticut Project Longevity Intensive Case Management Services Request for Proposals

The Justice Education Center, Inc., utilizing funding from the Connecticut Court Support Services Division (JBCSSD), is seeking proposals from eligible 501(c)(3) nonprofit organizations or Connecticut municipalities 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, Hartford, Bridgeport, New Haven and Waterbury areas.

Official Contact:

Name: Laura Whitacre, Grants Manager, The Justice Education Center, Inc.
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Phone: 860-231-8180
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I. General Information

A. INTRODUCTION

1. RFP Name: Connecticut Project Longevity Intensive Case Management Services

2. **Summary:** The Justice Education Center, Inc. utilizing funding from the Connecticut Court Support Services Division (JBCSSD), is seeking proposals from eligible 501(c)(3) nonprofit organizations or Connecticut Municipalities 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 Cities of New London, Bridgeport, New Haven, Hartford and Waterbury.

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: Laura Whitacre, The Justice Education Center, Inc.
Address: 62 LaSalle Road, Suite 308, West Hartford, CT 06107
Phone: 860-231-8180
E-Mail: laura@justiceeducationcenter.org

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: Varies by site
Number of Contracts: 5 (one per site)
Contract Cost: Confidential
Catchment Areas: New London, Bridgeport, New Haven, Hartford and Waterbury
Contract Term: July 1, 2026 to June 30, 2027

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:

1. A minimum of three years demonstrated experience providing intensive case management or case management services in the community for which services are being proposed;
2. Established partnerships and/or collaborations with the providers in the catchment areas.

5. Procurement Schedule. 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 2, 2026
- Deadline for Questions: June 10, 2026 at 3:00 p.m. Eastern Time
- Answers Released: June 12, 2026 on website
- Bidder’s Conference June 12, 2026 at 1:00 pm via Zoom

Dr. Ron Schack is inviting you to a scheduled Zoom meeting.
Topic: TJEC Case Management RFP Bidders Conference
Time: Jun 12, 2026 01:00 PM Eastern Time (US and Canada)
Join Zoom Meeting

<https://us02web.zoom.us/j/89026211151?pwd=BJsPpJzqnK13PV7DiOAQcOTbfqHGbJ.1>

- **Proposals Due: June 24, 2026 at 3:00 p.m. Eastern Time by email only**

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: June 24, 2026
- 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 nonresponsive 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
- 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:

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
 - Ability to Leverage Other Program Funding
 - Work Plan
 - Financial Requirements
 - Monthly Reporting Requirements
 - Budget Requirements
 - Appendices
4. **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 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.

II. Program Information

A. CONNECTICUT PROJECT LONGEVITY OVERVIEW

1. Program Description

Project Longevity is an anti-gun violence program operating in 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 police departments, probation, parole, the Department of Corrections, municipalities, and community organizations to identify those individuals who are involved in gun violence or are at 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's intensive case management approach 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. 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, at least once per week, but often with multiple contacts each week and meets with the participant more frequently during times of crisis. The case manager may accompany participants to sessions and appointments, determine the duration of services based on the participant's needs, and share 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 be 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 community partners and services to provide intensive 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. Intake with participant will be scheduled within forty-eight hours upon receipt of referral.
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 an intensive case management approach.
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. Case notes should be entered in Veoci within forty-eight hours of contact.

2. Program Purpose

The CT Project Longevity intensive 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 connections 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). Municipal agencies are also eligible to apply. 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 The Center providing services to individuals who are involved in or are at risk of committing or being victims of gun violence 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 participants, 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 fits within the respondent's and purpose, mission, and vision.
- b. *Entity Type.* If applicable, 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, Bridgeport, New Haven, Hartford or Waterbury areas 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. Outreach effort to schedule intake should be within forty-eight hours upon receipt of referral. Providers should document their strategy of relentless outreach when trying to connect with participants to schedule intake appointments and future appointments
- 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 intensive case management approach.
- 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, 2026. Said plan shall include but not be limited to:

- i. Describe your intensive case management/case management service capacity; describe how you will be able to serve 30 participants **per case manager** at any time.
- ii. Describe any previous experience delivering intensive case management services. Describe any other organizational case management experience that is relevant to the role you would play in Project Longevity.
- iii. Describe your approach to creation of service plan, facilitating referrals to specific services (by service type), referral follow up, and case management. Identify plan for engagement process and outreach efforts.
- iv. Describe how your agency and/or program contact will participate in weekly case conferences with the local Project Longevity team.
- v. 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 the locations specified in the respondent's proposal. Identify internal services that will support CT Project Longevity Intensive/traditional case management role.
- h. Identify the community-based services you regularly access in your community for this population, and those that will help enhance your service delivery. Include any agreements that allow you to triage participants who need priority access to services.
- i. *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.
- j. *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:
 - i. 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;
 - ii. Who on your staff will be allowed to access and/or view this information;
 - iii. The purpose(s) for which this information is to be used;
 - iv. 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.);
 - v. The sanctions for improper use and/or disclosure of this information by your staff. (For example: written reprimand; suspension; dismissal from employment, etc.);
 - vi. Documentation that all staff assigned to Project Longevity have successfully completed mandated reporter training. Sexual Harassment, DCF Mandated Reporter Training/documentation to be received within 30 days of contract being signed

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. In most cases, we expect that **1** case manager will be funded, with the caseload capacity of **30 participants at any time**. Please also describe how these case managers will be supervised, participate in case management training and provide documentation to The Center.

- 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 Case Management Caseload: It is expected that each intensive case manager will have the capacity to serve at least 30 participants at any time. 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.
- d. Identify conflict of interest (ethics) policy

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 and ability 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 and Performance Measures**
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 The Center. Performance reports will be used as part of contract oversight:

How much did we do (Quantity of work performed/services delivered)

For the current reporting period

- Number of in-person intake assessments conducted
- Number of participant-directed case plans developed
- Number of referrals for services and supports made (by type of referral: behavioral health, substance abuse, housing, basic needs, pre-employment services/resume development, job training, job placement)
- Number of follow up contacts for referrals made
- Number of appointments attended with participants
- Number of unique participants provided services by type of service
- Number of outreach or collaboration meetings/events participated in

How well did we do it (Quality of work performed/services delivered)

For the current reporting period

- time from referral to first, in-person meeting;
- staff qualifications
- Percent of case plans with identifiable, achievable goals/outcomes
- Percent of case plans developed within 10 calendar days of initial intake assessment
- Percent of referrals that included warm (in-person) hand-off
- Percent of participants receiving at least one contact per week
- Percent of participants with weekly case management updates in Veoci

- Percent of case notes entered in Veoci within 48 hours of contact
- Average length of case management services (time participants served during this reporting period have been receiving services or time that participants discharged during this reporting period received case management)

Is anyone better off (participant outcomes)

- Number and percent of participants achieving some or all the goals identified in their case plans
- Number and percent of participants achieving expected outcomes of the services to which they were referred.
- Number and percent of participants becoming employed or maintaining employment while receiving case management services
- Number and percent of participants entering school or job training or remaining in school or job training while receiving case management services
- Number and percent of participants becoming housed or maintaining housing while receiving case management services
- Number and percent of participants successfully remaining in the community without arrest, or conviction for a new crime, while receiving case management services

D. COST PROPOSAL COMPONENT

1. Financial Requirements

- Audited Financial Statements: respondent shall submit 1 copy of the respondent'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.
- Financial Management Procedures. The respondent shall submit the proposer's written financial management procedures that include policies/procedures for:
 - managing and tracking cash receipts/disbursements;
 - budgeting;
 - procurement;
 - reconciling expenditures;
 - separation of duties/functions
 - payroll.
 Include with the proposal in Section IV.H. Appendices.
- 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.
- Leveraged Funds: Describe the respondent's long term strategy to sustain funding for the program and explain how funds from this award may be used to leverage other funding.
- Mixed Funding: If respondent is utilizing staff from various funding sources, proposer will document how staff time for this program will be tracked.

2. Budget Requirements

- 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.
- i. 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.
 - ii. The Center reserves the right to fund portions of a proposed budget and/or require adjustments.

Please be advised that the contractors are expected to comply with the following Justice Education Center, Inc. policies. These provisions will be incorporated directly into the language of the contract award:

Background Checks and Compliance with Center and Federal Policies

All Contractor staff conducting the Project Longevity activities and services described in this agreement must have received a criminal background check within 1 month of hire. Any individual whose background check reveals convictions that The Center determines may pose a risk to clients, staff, or operations may be prohibited from participating in Project Longevity activities. No contractor staff assigned to Project Longevity may be under any kind of supervision, or subject to any conditions, related to a criminal conviction.

All Contractor staff conducting these activities must conform to The Center's policies related to sexual harassment, workplace violence, drug and alcohol use, and be current with any state required training regarding mandatory reporting.

All staff assigned to work with Project Longevity must complete the DCF Mandated Reporting and Sexual Harassment Training. Proof of completion must be submitted within 30 days of the contract being executed or within 30 days of the date of hire of a new employee.

All staff assigned to work with Project Longevity must adhere to HIPAA (<https://www.hhs.gov/hipaa/index.html>) and FERPA (<https://studentprivacy.ed.gov/ferpa>) regulations when service the contractor is delivering is applicable.

Conflict of Interest and Ethics

Charitable organizations are frequently subject to intense public scrutiny, especially where they appear to have inappropriately benefited their officers, directors or trustees. A conflict of interest occurs where individuals' obligation to further the organization's charitable purposes is at odds with their own financial interests.

No Contractor staff shall be involved in the provision of services to Project Longevity where there is a perceived or real conflict of interest involving the CONTRACTOR staff person and the Project Longevity program, or a Project Longevity staff member or client. In such case, the potential conflict should be reported to the PL statewide operations coordinator and an alternative service arrangement developed. No participant of The Center or any partner agency can be hired by the Center or partner agency while an active participant in services. No staff member of The Center or any partner agency can receive services from The Center or partner agency while employed.

Professional Boundaries

The delivery of community-based services requires strict boundaries to avoid dual relationships, or confusion about appropriate professional relationship boundaries.

- Contractors and contractor staff must have no direct or indirect business, professional, or personal interests that conflict with Project Longevity.
- In the event an actual or potential conflict arises (e.g., dual relationships with clients, personal or financial interests, family relationships, prior associations with participants, confidentiality concerns, or situations that may impair professional judgment), Contractor must advise The Center immediately (within 24 hours) in writing, and agree to remedy the conflict in collaboration with The Center at which time interim personnel will be assigned to the participant until the conflict is resolved.
- **Ethics Certification:** Contractor shall perform services in accordance with applicable professional, ethical, and organizational standards, including adherence to the ethical guidelines of any applicable licensing or credentialing body. Contractor may also be required to sign a separate ethics certification in accordance with organizational policy.
- Contractor involved in criminal investigations, arrests, pending criminal charges, court proceedings, probation or parole supervision, or other law enforcement matters that may impact the performance of services under this Agreement must comply with the nonprofit's policies regarding legal and law enforcement issues.

Participant Tracking and Confidentiality

The provider agrees to enter data regarding client contacts, client goals, services provided, referrals to other services, the result of the referrals, and the outcomes achieved by clients into The Center's Veoci data platform, within 24 hours of contact with the client or receipt of client information related to the above. *All Contractor staff with access to Veoci must sign a Veoci user agreement and conform to the conditions of that agreement.* All Contractor staff, with or without Veoci access conducting Project Longevity activities, must agree to adhere to the Center's client confidentiality policy.

The provider agrees to enter data regarding participant contacts, participant goals, participant barriers to housing placements, referrals to other services, the result of referrals, and the outcomes achieved by clients into The Center's Veoci data platform within 48 hours of contact with the client or receipt of client information related to the above. *All Contractor staff with access to Veoci must sign a Veoci user agreement and conform to the conditions of that agreement.* All Contractor staff, with or without Veoci access, conducting Project Longevity activities must agree to adhere to the Center's participant confidentiality policy.

Policy & Procedure Compliance

Contractors must operate in tandem with The Center's operational standards.

- **HIPAA & Confidentiality:** The Contractor must comply with the Health Insurance Portability and Accountability Act (HIPAA), maintaining the confidentiality of all protected health information (PHI). A Business Associate Agreement (BAA) is to be executed concurrently.
- **Organizational Policies:** The contractor agrees to abide by the nonprofit's adopted policies, including but not limited to zero-tolerance policies, emergency/crisis protocols, and cultural competency requirements. Copies of these requirements will be provided upon request.
- **Mandated Reporting:** Contractor and its employees, agents, and subcontractors shall comply with all applicable state mandated reporting laws regarding suspected abuse, neglect, exploitation, or imminent harm involving children or vulnerable adults. Contractor shall immediately report suspected incidents as required by law, follow the nonprofit's internal reporting and escalation procedures, and ensure that all personnel providing services complete required mandated reporter training prior to or during the performance of services under this Contract.
- **Press Policy:** Contractor must abide by the nonprofit's press policy; any violation may be cause for contract termination.

Social Media and Press Policy

I. Media Policy and Press releases

- a. All photographs of students and Contractors will follow site-specific guidelines. Only a “do not allow” will be recognized.
- b. **Privacy**
Any posts on social media pertaining to The Center programs and clients **must** respect requests for anonymity and privacy. Approval must be obtained **before** using any image, name or descriptive information about clients or locations served by The Center will obtain permission from individuals or entities before posting anything about them on social media.
- c. **Social Media Policy**
Applies to all contractors and is in addition **to** any requests for language or disclosures that have been agreed to prior to contract. Events held at schools or other settings with minors will be covered discreetly and contractors must respect any existing requests for anonymity.
- d. **Permission to Speak to the Media**
No contractor shall participate in an interview or speak with the media about The Center or its programs without the express approval of the Executive Director Sherry Haller or her designee. This applies to **all** forms of media and platforms **including but not limited to**: TV, Print, Radio, Online Publications, Podcasts, and all other Press Outlets.

No contractor, consultant or employee of The Center shall post anything on social media about The Center or its programs without the express approval of Executive Director Sherry Haller or her designee. This applies to all forms of social media including **but not limited to**: Facebook, Instagram, TikTok, LinkedIn, and all other platforms.

Always err on the side of caution when interacting with the media or using social media. Ask for direction from the Executive Director, if needed, before speaking with the press or posting any content relating to The Center

Accident and Safety Policy

All safety policies must be adhered to in the strictest form, as safety is number one for all Contractors and students in our programs. ALL CONTRACTORS are required to report accidents and violations of Safety policy IMMEDIATELY to Program or Executive Director. All Supervisors MUST report accidents within 24 hours. All Contractors are required to follow their site-specific safety policy.

Workplace Violence Policy

The State of Connecticut has adopted a statewide zero tolerance policy for workplace violence. The Justice Education Center recognizes the right of its Contractors to work in a safe and secure environment that is characterized by respect and professionalism. Therefore, except as may be required as a condition of an individual contract:

No Contractor shall bring into any worksite any weapon or dangerous instrument as defined herein.

- a. Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocketknife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.
- b. Dangerous instrument means any instrument, article, or substance that, under the circumstances, can cause death or serious physical injury. Violation of the above reasonable work rules shall subject the Contractor to disciplinary action up to and including discharge.

No Contractor shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a worksite.

No Contractor shall cause or threaten to cause death or physical injury to any individual in a worksite.

Substance Abuse Policy

- a. It is the policy of the State of Connecticut and that also of The Center that Contractors shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any Contractor violating this policy will be subject to discipline, up to and including termination.
- b. If a Contractor is involved in the use of illegal substances or alcohol abuse and voluntarily requests assistance, and it has been determined that the abuse has not compromised the Contractor's performance or risk of injury to others while on the job, the Contractor MAY not be suspended or terminated immediately. The Contractor will be directed to where and how to seek help. Upon successful completion of a prescribed rehabilitation program, the Contractor MAY be permitted to return to work. Contractors seeking to return MUST provide written evidence of proof of successful completion. Nonparticipation or incomplete participation in the prescribed plan will result in immediate termination.
- c. Any Contractor voluntarily entering any prescribed program for recovery, whether in patient or out, will be personally responsible for the cost of such programs.

Non -disclosure of Confidential Information

Any information that a contractor learns about The Center, or its members or donors, because of working for The Center that is not otherwise publicly available constitutes confidential information. Contractors may not disclose confidential information to anyone who is not employed by The Center or to other persons NOT employed by The Center who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of The Center. The disclosure, distribution, electronic transmission or copying of The Center confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data
- Program and financial information, including information related to donors, and pending projects and proposals
- Telephone, voice mail and electronic mail systems.

The Center has provided these systems to support its mission. Although limited personal use of The Center's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, The Center's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

This section sets forth some important rules relating to the use of The Center's computer and communications systems. These systems include individual PCs or laptops provided to contractors, centralized computer equipment, and all associated software. All data in The Center's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of The Center may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in The Center's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to The Center. Likewise, the deletion of a document or message may not prevent access to the item or eliminate the item from the system.

The Center's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, The Center's systems must not be used to solicit or

proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

- Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to The Center's host computer system; password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the Executive Director.
- Additions to or modifications of the standard software configuration provided on The Center's PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the Executive Director.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Executive Director.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.
- The Center's computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on The Center PCs.
- Unlicensed software should not be loaded or executed on The Center's PCs.
- Company software (whether developed internally or licensed) should not be copied media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

Worker Classification

Mitigating legal and financial risks associated with the IRS and Department of Labor W-2 vs. 1099 guidelines.

- Independent Contractor Status: The agreement must state clearly that the Contractor is an independent business, not an employee. The nonprofit will not withhold taxes, provide benefits, or offer worker's compensation.
- Control: Contractor determines the methods and means of performing their clinical duties while using their own independent professional judgment, though they are subject to the nonprofit's quality assurance (QA) reviews.

Insurance & Liability (COI)

Protecting the nonprofit and the Contractor's practice from malpractice and liability claims.

- Professional Liability: Contractor must maintain adequate Professional Liability (Malpractice) Insurance throughout the contract term.
- Commercial General Liability: Coverage for bodily injury and property damage, typically at \$1,000,000 per occurrence and \$3,000,000 in the aggregate.
- Certificate of Insurance (COI): Contractor must provide a valid COI naming the nonprofit organization as an "Additional Insured" before services begin. The policy must stipulate a prior written notice to the nonprofit for any cancellation or material change in coverage.

Reporting

The Center requires contractors to comply with standards and reporting requirements to meet the needs of The Center funders, and to be positioned to show program efficacy to Legislature, potential funders, and the public.

The Center will conduct scheduled on-site program audits which will include record reviews, Veoci reviews, staff interviews, participant interviews and an overall audit of contract specific compliance and achievement of goals. Team meetings will also be scheduled for contracted staff.

Billing & Records Ownership

Ensuring compliance with federal and state mental health record-keeping mandates.

- **Record Ownership:** All clinical records, treatment plans, and notes generated by the Contractor remain the sole property of the nonprofit.
- **Timely Documentation:** Contractor agrees to complete and submit all medical records in the nonprofit's Electronic Medical Record (EMR) system within a specified timeframe (e.g., within hours of the patient encounter).

Disclaimer: Because behavioral health regulations and employment misclassification penalties vary widely by jurisdiction, it is highly recommended to have a licensed employment attorney review these clauses.