

PROCUREMENT NOTICE

Connecticut Project Longevity Driver's Education Program Request for Proposals

The Justice Education Center, Inc. is seeking proposals for drivers education training in 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 Driver’s Education Program**
2. **Summary.** The Justice Education Center, Inc. is seeking proposals from organizations to provide diving instruction as necessary to assist individuals and families currently working with Project Longevity. Services will be provided within the Greater Bridgeport, New Haven, Waterbury, and Hartford areas.
3. **Synopsis.** This is an initiative designed to assist individuals who are in need of drivers’ license instruction and procurement to gain the knowledge and skills necessary to pass all Department of Motor Vehicle requirements to obtain drivers licenses.

■ C. 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 \$40,000 per site annually
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 training organizations with principal place of business in Connecticut.
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 two (2) years demonstrated experience providing licensure services, to at-risk populations;
 - 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 Justice Education’s website at www.justiceeducationcenter.org.

- RFP Released: November 17, 2022
- Deadline for Questions: December 5, 2022 4:00 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 two (2) years of demonstrated experience with driver's education; (b) methodology of provision of case management services and driver's education to criminal justice involved persons experiencing who may have driving infractions; (c) relationships and engagement strategies with clients and Departments of Motor Vehicles in the Greater Bridgeport, New Haven, Waterbury and Hartford 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.

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 DRIVER'S EDUCATION PROGRAM

1. Program Description

CT Project Longevity provides various social services and stabilization to clients who are victims or perpetrators of violent crime. Program participants should receive drivers license training from pre-permit to obtaining a driver's license (including pre-permit courses, obtaining a permit, driver's education courses, and obtaining a driver's license. For the purposes of this proposal, participants will be individuals currently associated with Project Longevity and who may have past driving infractions. Referrals will be received from multiple sources. The length of the program will be approximately six months but can be extended with approval. The Center anticipates that the caseload size for any case manager would be 20 participants at any given time.

CT Project Longevity Driver's Education Program will employ interconnected strategies to ensure programmatic effectiveness. These strategies are as follows:

- a. Collaborating with Project Longevity staff in reviewing referrals, including the Level of Service Inventory (LSI);
- b. Collaborating with Project Longevity staff in conducting intake, screening, and assessment;
- c. Classroom training
- d. Private driving lessons including: safe driving, speed control, parking maneuvers, single and multi-lane driving, driving in urban areas and highway driving;
- e. Cost of permit and driver's licenses;
- f. Assistance scheduling permit and license appointments as needed.

The respondent's proposed CT Project Longevity Driver's Education Program must be led by a qualified organization which will act as respondent and contractor, and which will assume primary responsibility for the success of the program.

3. Eligible Program Participants

Eligible participants must be current participants of Project Longevity

■ C. MAIN PROPOSAL

Eligible respondents are private training organizations with principal place of business in Connecticut.

1. Organizational Requirements

Responsive proposals 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. *Entity Type.* Provide proof of the respondent's business or organizational status (eg: sole proprietorship, partnership, LLC, C-Corporation.)
- b. *Location of Offices.* Specify the location of the respondent's principal place of business.
- c. *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. Include the current number of program participants being served, client-to-staff ratio, funding source(s), and successes.

- d. *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.

2. Service Requirements

A responsive proposal must describe how the respondent shall perform the activities as described in this RFP.

- a. *Coordinate Referrals.* Specify how your agency will accept referrals from Project Longevity and identify the single source of contact.
- b. *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.
- c. *Target Population.* Describe how services will be provided to the Project Longevity clients.
- d. *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 15, 2023. Said plan shall include but not be limited to:
- ❖ Describe the number of participants who will be served annually with your program;
 - ❖ Describe any previous experience adopting an evidenced-based practice.
 - ❖ Describe how you will create and implement a driver's education plan with each program participant;
 - ❖ Describe the process in which staff will travel to meet program participants within Greater Bridgeport, New Haven, Waterbury, or Hartford areas;
 - ❖ Describe how your agency and/or program contact will coordinate case conferences with the referring Officer or designated Project Longevity contact.
 - ❖ Describe the primary point of contact for all communication.
- e. *Quality Assurance Protocols.* Describe the respondent's 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.
- f. *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

Responsive proposals must include the following information about the number and qualifications of staff that the respondent 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.
- (b) Job Descriptions: Attach job descriptions for proposed funded positions.

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 including attendance.

b. Program Outcome Requirements

Describe how your program will assist The Center in meeting its goal of providing drivers education to clients under Project Longevity's supervision:

- Number and percent of participants earning a driver's license within nine months of referral.

■ D. COST PROPOSAL COMPONENT

1. Financial Requirements

- a. 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.
- b. 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.

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.

- ❖ Budget shall include both personnel and program costs. 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.