Funding

The terms specified in the bid shall be inclusive costs for the required services. The Department will make no payments to the Bidder. However, the contract will provide for the Bidder to collect fees directly from the applicants, the amount of such fees to be established within the contract. Fees will not be subject to increase during the period of the contract without mutual agreement of the Bidder and the Department.

Closing Date

An original and five copies of the completed proposal must be received at the DPH offices no later than 4:30 P.M. on September 30, 2006.

Place Due

Department of Public Health
410 Capitol Avenue, MS#12MQA
P.O. Box 340308
Hartford, CT 06134-0308
Attention: Johanna Taylor, Practitioner Licensing and Investigations Section
E-Mail: johanna.r.taylor@po.state.ct.us

Further Information

Applicants who download the RFP from the DPH web site must send written notice of their intent to apply to the DPH. This notice can be sent using either the postal address or the e-mail address provided under “place due” above.

To avoid giving one applicant advantage over others, all questions regarding the preparation of proposals in response to this RFP must be submitted in writing by August 31, 2006 to the DPH Project Manager. A copy of all written questions and responses will be provided to all applicants who request the RFP or who send a written request for such information to the DPH Project Manager. Responses to questions will be sent via e-mail to applicants who provide their e-mail address to the contact person listed above.
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Statement of Purpose</td>
<td>3</td>
</tr>
<tr>
<td>II. Background</td>
<td>3</td>
</tr>
<tr>
<td>III. Proposal Content Requirements</td>
<td>4</td>
</tr>
<tr>
<td>A. Applicant Information</td>
<td></td>
</tr>
<tr>
<td>B. Contractor Information</td>
<td></td>
</tr>
<tr>
<td>C. Services to be Provided</td>
<td></td>
</tr>
<tr>
<td>D. Budget</td>
<td></td>
</tr>
<tr>
<td>E. Work Plan</td>
<td></td>
</tr>
<tr>
<td>G. Contract Compliance</td>
<td></td>
</tr>
<tr>
<td>IV. Application Procedures</td>
<td>6</td>
</tr>
<tr>
<td>V. Deliverables</td>
<td>6</td>
</tr>
<tr>
<td>VI. Supervision</td>
<td>6</td>
</tr>
<tr>
<td>VII. Review Criteria</td>
<td>7</td>
</tr>
<tr>
<td>A. Minimum Requirements</td>
<td></td>
</tr>
<tr>
<td>B. Technical Requirements</td>
<td></td>
</tr>
<tr>
<td>C. Review Process</td>
<td></td>
</tr>
<tr>
<td>VIII. Regulatory Compliance</td>
<td>8</td>
</tr>
<tr>
<td>IX. Affirmative Action Notice</td>
<td>9</td>
</tr>
<tr>
<td>X. Rights Reserved to the State</td>
<td>9</td>
</tr>
<tr>
<td>XI. Ct Nurse Aide Regulations</td>
<td>9</td>
</tr>
<tr>
<td>XII. Federal Nurse Aide Regulations</td>
<td>12</td>
</tr>
<tr>
<td>XIII. Attachments</td>
<td>14</td>
</tr>
<tr>
<td>A. Application Forms</td>
<td></td>
</tr>
<tr>
<td>B. Preliminary Review Team Technical Review Criteria Worksheet</td>
<td></td>
</tr>
<tr>
<td>C. Minimum Requirements Checklist</td>
<td></td>
</tr>
</tbody>
</table>
I. Statement of Purpose

The Department of Public Health is seeking proposals for the administration of the competency evaluation exam for Connecticut Certified Nurse’s Aides and/or for the maintenance of the Connecticut Nurse Aide Registry. The intent of this request is to identify parties with the necessary ability and resources to provide initial certification and registry services to applicants for the Department of Public Health’s Health Care Systems Branch.

II. Background

Title 42 of the Code of Federal Regulations Section 483.156 mandates that states establish and maintain a registry for nurse aides and may not impose charges related to the registry. The state may contract to a non-state entity, however the state must maintain accountability for overall operation of the registry and compliance with these regulations. The Department has established a registry program for nurse aides. This initiative is pursuant to the Federal mandates of Public Law 100-203 (the Nursing Home Reform Act, Subtitle C of the Omnibus Budget and Reconciliation Act of 1987, as amended). Since January of 1990, the Department has utilized the services of a contractor to assist in the implementation of these mandates. The Department’s current contract will terminate not later than December 31, 2006. The Department is currently seeking competitive proposals for review prior to award of a contract which would become effective on or before January 1, 2007 and be maintained for a duration of three years.

Since 1982, the Connecticut Department of Public Health mandated that nurse aides employed in licensed nursing facilities in Connecticut complete a state-approved nurse aide training program. Completion of such programs led to the issuance of a certificate of successful completion by the training institution. Formalized independent testing of competency was not required. The State did not maintain records of individuals who had obtained certificates from nurse aide training programs and no centralized registry was implemented by the Department under pre-OBRA regulations.

With the passage of Public Act 100-203 and its subsequent amendments, the Department undertook a process of enhancing its regulatory program for nurse aides to ensure compliance with Federal mandates. These enhancements include: procedures for the review of credentials of nurse aides; development and delivery of a standardized, independent competency evaluation; entry of qualified aides onto a state registry; entry of adverse findings against nurse aides onto the registry; entry of the last reported date of acceptable employment as a nurse aide; and provision for access to registry data by facilities and other entities.

There are approximately 250 licensed nursing facilities in Connecticut. Under OBRA mandates, approximately 200 nurse aide training programs are currently approved. Approved training programs currently operate in licensed nursing facilities, hospitals, private occupational schools, and educational institutions under the auspices of the State Department of Education and the State Department of Higher Education. Nurses’ aide training programs operated under the State Departments of Education and Higher
Education deliver their own approved competency evaluation program designated by the Department of Public Health.

As of March 31, 2006, a total of approximately 84,000 individuals have been entered onto the Connecticut’s nurse aide registry, with approximately 30,000 individuals currently having active certifications. Recent candidate volume has resulted in approximately 400 new nurse aides in Connecticut per month including reciprocity applicants, and 1,000-2,000 nurse aides renewing their certifications each month.

III. Proposal Content Requirements

Proposals must be submitted on the DPH Application Forms included in Attachment A. All requirements of this RFP must be met. Content requirements not addressed by the DPH Application Forms must be submitted in narrative form with numbered pages.

A. Applicant Information

The application must contain the official name, address, phone number and signature of the applicant, and a resume of the applicant.

B. Contractor Information

In order for the Department to communicate effectively with the contractor, it is necessary to have accurate information about any applicant and/or staff who are responsible for certain functions.

Please provide the name, title, address, telephone and FAX number of staff persons responsible for the completion and submittal of:

1. Contract and legal documents/forms
2. Program Progress Reports
3. Administering the Competency Evaluation Exam
4. Information Technology Personnel
5. Applicant eligibility

C. Services to be Provided

The following services must be provided by the contractor and the contractor’s approach must be addressed in the proposal:

- Provision of standardized, secure, psychometrically sound and defensible written and performance-based examinations to evaluate competency to function as a nurse aide.
- Assignment of an in-state coordinator for the competency evaluation, with oversight into maintaining numerous exam locations and ensuring qualifications of exam providers.
- Assignment of evaluators and determination of their required training.
- Location, procedure and assignment of responsibility for application review.
• Delivery and availability of a “candidate handbook” for applicants and training providers
• Management of the delivery of the registry application and competency evaluation programs including: the processing of application fees and applications; screening of applicants’ eligibility; scheduling and administration of examinations at multiple locations in Connecticut, and scoring and score reporting.
• Establishment, maintenance, and update of a registry database. Establishment and maintenance of a free, online verification system containing all information pertinent to the status of the nurse aide’s registration.
• Arrangement for the consultation by other professional and medical specialists required for the administration of the competency evaluation.
• Maintain liaison relationships with the Department, nurse aide training programs, and nurse aide applicants.
• Assist in developing and conducting monthly quality assurance teleconferences with the program supervisor for the Department.
• Generate and provide the Department with monthly statistics and/or reports.
• Comply with all state and Federal regulations pertaining to nurse aide’s competency evaluation program; eligibility requirements; and the maintenance of the registry.

D. Budget

The contract will provide for the contractor to collect fees directly from applicants and other entities. The proposal must contain a proposed schedule of fees.

**Competitiveness of the schedule of fees will be considered as part of the proposal review process.**

The fees will not be subject to increase during the period of the contract without mutual agreement of the bidder and the Department.

Through December 31, 2006, the schedule of fees for contractual services is as follows:

- Competency Evaluation (written and skills) $112.00
- Competency Evaluation (oral and skills) $122.00
- Written Examination Only (retest) $47.00
- Oral Examination Only (retest) $57.00
- Skills Examination Only (retest) $65.00
- Certification (Reciprocity/Post Examination) $58.00
- Certificate Replacement $15.00

E. Workplan

A comprehensive and realistic workplan with measurable objectives describing tasks to be performed (including whether the proposal is pertaining to registry operation, testing or both), deliverables and timelines, including a project start date, must be provided on the Application Forms included in Attachment A. **The project start date will be considered as part of the review criteria for this RFP.**
F. Contract Compliance

The proposal must include a completed Notification to Bidders form (return one and keep one for your records) and a Workforce Analysis Questionnaire. In addition, proposals must include a signed statement of adherence to Assurances. These forms are included in Attachment A.

IV. Application Procedures

A. Applicants must complete their proposal using the following procedures:

1. An original and five copies of the completed proposal must be addressed to:

   Department of Public Health
   410 Capitol Avenue, MS#12MQA
   P.O. Box 340308
   Hartford, CT  06134-0308

   Attention: Johanna Taylor, Practitioner Licensing and Investigations Section

   and must be received by the Department no later than 4:30 P. M. on September 30, 2006.

2. The proposal must be completed on the Application Forms included in Attachment A and meet all requirements of this RFP.

3. The proposal must be signed by an authorized official of the applicant organization.

4. Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the DPH.

5. Notification of the outcome of proposal review will be mailed to all applicants. A contract will be mailed to the successful applicant on or about November 15, 2006 with an effective project start date on or about January 1, 2007.

V. Deliverables

In the course of providing the required services of this contract, several documents must be produced and delivered immediately upon completion to the DPH Project Manager for approval. These documents, along with the required services, will be the indicators for measuring the performance of the contractor.

A. Monthly reports to the Department pertaining to registry statistics

B. Quarterly statistics on candidate test results and services provided, including ratios of success versus failure in both sections of the examination
C. Any reports requested by the Department that may include, but are not limited to, negative findings of abuse, misappropriation of property or neglect, and any other information necessary to the Department.

VI. Supervision

Supervision will be provided by the DPH Project Manager within the Health Care Systems Branch.

VII. Review Criteria

Proposals submitted in response to this notice will be reviewed in two steps; first, to determine whether the minimum requirements have been met (see Attachment C, Minimum Requirements Checklist). Second, to determine the technical merit of the proposals and the extent to which they meet the goals and intent of the RFP.

A. Minimum Requirements

Proposals will be screened for completeness and compliance with the requirements specified in the RFP (see Attachment C, Minimum Requirements Checklist). Applicants who fail to follow instructions or to include all required elements will be deemed incomplete and removed from further review.

B. Technical Requirements

Complete proposals will be reviewed for technical merit based on the following criteria:

1. The department’s prior experience with the applicant, including issues of contract compliance.

2. The extent to which references provided support the applicant’s success in providing similar services.

3. The extent to which services to be provided are described clearly and cover all requirements outlined in the RFP.

4. The extent to which adequate time is allocated to manage the services to be provided.

5. The competitiveness of the services to be provided, including the existence of a relevant, innovative, efficient and functional database with a free online component.

6. The extent to which the profile of staff that will be working on this project is clear and adequate to manage the services to be provided.
7. The extent to which a thorough work plan is presented, with measurable objectives and specific, appropriate timelines.

8. Costs proposed by Bidder (fees to be charged for application processing, testing, and other contractual services).

C. Review Process

Proposals which meet the minimum requirements will be reviewed by a panel of appropriate staff and outside experts. Recommendations to the Commissioner will be submitted in rank order based on Team Scores for each proposal. The final selection is at the discretion of the DPH Commissioner.

Following the final selection, a Personal Service Agreement will be developed between the applicant and the Department that details services to be provided and reporting requirements. No obligation by the State can be incurred until a contract is fully executed.

VIII. Regulatory Compliance

The applicant is required to be in compliance with any applicable provisions of the Regulations of Connecticut State Agencies, if a current recipient of funding from DPH and with State Non-discrimination and Affirmative Action laws, rules and regulations.

Moreover, in accordance with Section 4a-60 of the Connecticut General Statutes, the awardee shall agree and warrant that in the performance of this award, he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation, mental or physical disability, unless it is shown by the awardee that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States and the State of Connecticut.

The awardee shall further agree to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the awardee as they relate to the provisions of Section 4a-60 and Regulations of Connecticut State Agencies, Sections 46a-68J-2 to 46a-68K-8.

Further, in accordance with the Contract Compliance Regulations of Connecticut State Agencies, the applicant will be required to complete the Notification To Bidders form (Non-applicable for individual contractors) and the Workforce Analysis Questionnaire (Non-applicable for individual contractors) as part of the application process (included in Attachment A).

IX. Affirmative Action Notice
DPH strongly supports the concept and implementation of affirmative action to overcome the present effects of past discrimination. DPH urges its bidders, suppliers, contractors and awardees to implement affirmative action plans and programs of their own, and hereby do business with, or make awards to, any individual or organization excluded from participation any federal or state contract program, or found to be in violation of any state or federal anti-discrimination law.

X. Rights Reserved to the State

The State reserves the right to reject any and all proposals, in which or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the State will be served.

XI. Connecticut Nurse Aide Regulations

Nurse's Aide Training and Employment

(1) On and after February 1, 1990, no person shall be employed for more than 120 days as a nurse's aide in a licensed chronic and convalescent nursing home or rest home with nursing supervision unless such person has successfully completed a training and competency evaluation program approved by the department and has been entered on the nurse's aide registry maintained by the department. No such facility shall employ such person as a nurse's aide without making inquiry to the registry pursuant to subdivision (A). Effective October 1, 2000, the commissioner shall adopt, and revise as necessary, a nurse's aide training program of not less than 100 hours and competency evaluation program for nurse's aides. The standard curriculum of the training program shall include, a minimum of seventy-five (75) hours including but not limited to, the following elements: Basic nursing skills, personal care skills, care of cognitively impaired residents, recognition of mental health and social service needs, basic restorative services and residents' rights presented in both lecture and clinical settings. An additional twenty-five (25) hours of the standard nurse's aide lecture and clinical setting curriculum shall include, but not be limited to specialized training in understanding and responding to physical, psychiatric, psychosocial and cognitive disorders. An individual enrolled in a nurse's aide training program prior to October 1, 2000, may complete such program in accordance with the requirements in effect at the time of enrollment. A trainee's successful completion of training shall be demonstrated by the trainee's performance, satisfactory to the nurse's aide primary training instructor, or the elements required by the curriculum. Each licensed chronic and convalescent nursing home and rest home with nursing supervision that elects to conduct a nurse's aide training program shall submit such information on its nurse's aide training program as the commissioner may require on forms provided by the department. The department may re-evaluate the facility's nurse's aide training program and competency evaluation program for sufficiency at any time. (B) The commissioner shall adopt, and revise as necessary, a nurse's aide competency evaluation program including, at least, the following elements: basic nursing skills, personal care skills, care of cognitively impaired residents, recognition of mental health and social service needs, basic restorative services and residents' rights and the procedures for determination of competency which may include a standardized test.
(C) Any person employed as a nurse's aide by a chronic and convalescent nursing home or a rest home with nursing supervision as of January 30, 1990 shall be entered on the nurse's aide registry if they meet the requirements set forth in OBRA in accordance with the current Federal Omnibus Budget Reconciliation Act of 1987 (OBRA, '87) as it may be amended from time to time. The facility shall provide such person with the initial preparation necessary to successfully complete a competency evaluation program, as may be required by OBRA '87. This competency evaluation program shall be approved and administered in accordance with this subsection.

(D) Qualifications of nurse's aide instructors
(i) The training of nurse's aides must be performed by or under the general supervision of a registered nurse who possesses a minimum of two years of nursing experience, at least one year of which must be in a chronic and convalescent nursing home or rest home with nursing supervision.
(ii) Instructors must have completed a course in teaching adults or have experience in teaching adults or supervising nurse's aides.
(iii) Qualified personnel from the health field may serve as trainers in the nurse's aide training program under the supervision of the nurse's aide primary training instructor provided they have a minimum of one year of experience in a facility for the elderly or chronically ill of any age within the immediately preceding five years. These health field personnel may include: Registered nurses, sanitarians, fire safety experts, nursing home administrators, gerontologists, psychologists, physical and occupational therapists, therapeutic recreation specialists, speech/language/hearing therapists. All trainers should be, where applicable, licensed, registered and/or certified in their field.
(iv) Licensed practical nurses, under the supervision of the nurse's aide primary training instructor, may serve as trainers in the nurse's aide training program provided the licensed practical nurse has two years experience in caring for the elderly or chronically ill of any age.
(v) The training of nurse's aides may be performed under the general supervision of the director of nurses. The director of nurses is prohibited from performing the actual training of nurse's aides.

(E) The State Department of Education and the Board of Trustees of Community-Technical Colleges may offer such training programs and competency evaluation programs in accordance with these regulations.

(F) In accordance with this subsection any person who has not yet satisfactorily completed training as provided for herein, and who is employed by a facility for a period of one-hundred-twenty days or less, as a nurse's aide may be utilized only to perform tasks for which such person has received training and demonstrated competence to the satisfaction of the employer and shall perform such tasks only under the supervision of licensed nursing personnel. Record of any such training and competence demonstration shall be maintained in the facility for the department's review for three years from the date of completion thereof. The employer may not use such person to satisfy staffing requirements as set forth in the Public Health Code.

(G) In accordance with this subsection a facility may use any person who has satisfactorily completed training, but has not yet satisfactorily completed the competency evaluation program as provided for herein, and who is employed by a facility for a period of 120 days or less as a nurse's aide to satisfy staffing requirements as set forth in the Public Health Code. Record of such training shall be maintained by the facility for the departments review for three years from the date of completion thereof.
(H) On and after February 1, 1990 any chronic and convalescent nursing home or rest home with nursing supervision that utilizes nurse’s aides from a placement agency or from a nursing pool shall develop a mechanism to verify that such nurse’s aide has been entered on the nurse's aide registry maintained by the department in accordance with subdivision (2).

(2) The department shall establish and maintain a registry of nurse's aides. Information in the nurse's aide registry shall include but not be limited to: name, address, date of birth, social security number, training site and date of satisfactory completion. It shall also contain any final determination by the department, after a hearing conducted pursuant to Chapter 54 of the Connecticut General Statutes, relative to a complaint against a nurse's aide, as well as any brief statement of such person disputing such findings, including resident neglect or abuse or misappropriation of resident property.

(3) If, since an individual's most recent completion of a training and competency evaluation program, there has been a continuous period of twenty-four (24) consecutive months during none of which the individual performed nursing or nursing-related services for monetary compensation, such individual shall complete a new training and competency evaluation program, or a new competency evaluation program.

(1) Any person who successfully completes or has successfully completed prior to January 1, 1989 the state-sponsored Nurse Assistant Training Program provided through the State Department of Education or through the Connecticut Regional Community College system shall be deemed to have completed a nurse's aide training and competency evaluation program approved by the commissioner in accordance with this subsection.

(2) Any person who has successfully completed a course or courses comprising not less than one-hundred hours of theoretical and clinical instruction in the fundamental skills of nursing in a practical nursing or registered nursing education program approved by the department with the advice and assistance of the State Board of Examiners for Nursing shall be deemed to have completed a nurse's aide training program approved by the commissioner in accordance with this subsection, if the curriculum meets the minimum requirements as set forth in this subsection.

(3) The department shall, upon receipt of an application and such supporting documents as the commissioner may require, place on the registry a nurse's aide who shows to the satisfaction of the department completion of a department approved:
   (A) Nurse's aide training program, and
   (B) Competency Evaluation program.

(4) A nurse's aide registered in another state or territory of the United States may be entered on the registry, provided the department is satisfied that such nurse's aide has completed a training and competency evaluation program equal to or better than that required for registration in this state as of the date the nurse's aide was first registered in another state or territory of the United States.

(5) Subject to the provisions of section 20-102ff of the Connecticut General Statutes, a registered nurse or licensed practical nurse licensed in a state other than Connecticut whose license has been verified by the chronic and convalescent nursing home or rest home with nursing supervision as in good standing in the state in which he or she is currently licensed, or a registered nurse trained in another country who has satisfied the certification requirements of the Commission on Graduates of Foreign Nursing Schools, may be utilized as a nurse's aide in Connecticut for not more than a single one hundred-twenty (120) day period. Said licensed registered nurse or licensed
practical nurse shall be deemed to have completed a nurse’s aide training and competency evaluation program approved by the commissioner in accordance with this section. The department shall, upon receipt of an application and such supporting documents as the commissioner may require, enter said licensed registered nurse or licensed practical nurse on the nurse’s aide registry.

XII. Federal Nurse Aide Regulations

Code of Federal Regulations Sec. 483.156 Registry of nurse aides.

(a) Establishment of registry. The State must establish and maintain: a registry of nurse aides that meets the requirement of this section.

The registry—
(1) Must include as a minimum the information contained in paragraph © of this section:
(2) Must be sufficiently accessible to meet the needs of the public and health care providers promptly;
(3) May include home health aides who have successfully completed a home health aide competency evaluation program approved by the State if home health aides are differentiated from nurse aides; and
(4) Must provide that any response to an inquiry that includes a finding of abuse, neglect, or misappropriation of property also include any statement disputing the finding made by the nurse aide, as provided under paragraph ©(1)(ix) of this section.

(b) Registry operation. (1) The State may contract the daily operation and maintenance of the registry to a non-State entity. However, the State must maintain accountability for overall operation of the registry and compliance with these regulations.
(2) Only the State survey and certification agency may place on the registry findings of abuse, neglect, or misappropriation of property.
(3) The State must determine which individuals who (i) have successfully completed a nurse aide training and competency evaluation program or nurse aide competency evaluation program; (ii) have been deemed as meeting these requirements; or (iii) have had these requirements waived by the State do not qualify to remain on the registry because they have performed no nursing or nursing-related services for a period of 24 consecutive months.
(4) The State may not impose any charges related to registration on individuals listed in the registry.
(5) The State must provide information on the registry promptly.

(c) Registry Content.
(1) The registry must contain at least the following information on each individual who has successfully completed a nurse aide training and competency evaluation program which meets the requirements of Sec. 483.152 or a competency evaluation which meets the requirements of Sec. 483.154 and has been found by the State to be competent to function as a nurse aide or who may function as a nurse aide because of meeting criteria in Sec. 483.150:
   (i) The individual’s full name.
   (ii) Information necessary to identify each individual;
   (iii) The date the individual became eligible for placement in the registry through successfully completing a nurse aide training and competency evaluation program or competency evaluation program or by meeting the requirements of Sec. 483.150; and
(iv) The following information on any finding by the State survey agency of abuse, neglect, or misappropriation of property by the individual:
(A) Documentation of the State’s investigation, including the nature of the allegation and the evidence that led the State to conclude that the allegation was valid;
(B) The date of the hearing, if the individual chose to have one, and its outcome; and
(C) A statement by the individual disputing the allegation, if he or she chooses to make one; and
(D) This information must be included in the registry within 10 working days of the finding and must remain in the registry permanently, unless the finding was made in error, the individual was found not guilty in a court of law, or the State is notified of the individual’s death.
(2) The registry must remove entries for individuals who have performed no nursing or nursing-related services for a period of 24 consecutive months, unless the individual’s registry entry includes documented findings of abuse, neglect, or misappropriation of property.
(d) Disclosure of information. The State must—
(1) Disclose all of the information in Sec. 483.156©(1) (iii) and (iv) to all requesters and may disclose additional information it deems necessary; and
(2) Promptly provide individuals with all information contained in the registry on them when adverse findings are placed on the registry and upon request. Individuals on the registry must have sufficient opportunity to correct any misstatements or inaccuracies contained in the registry.
A. Applicant Information

Applicant:
__________________________________________________________

Legal Name

__________________________________________________________

Address

__________________________________________________________

City/Town       State       Zip Code

__________________________________________________________

Telephone No.     FAX No.                          E-Mail Address

Contact Person: _________________________ Title:       ___________________

Telephone No:  ___________________________

TOTAL COST (RATE PER HOUR):   $________________

I certify that to the best of my knowledge and belief, the information contained in this application is true and correct. The application has been duly authorized by the governing body of the applicant, the applicant has the legal authority to apply for this funding, the applicant will comply with applicable state and federal laws and regulations, and that I am a duly authorized signatory for the applicant.

__________________________________________________________
Signature of Applicant       Date

__________________________________________________________
Print or Typed Name and Title
C. Services to be Provided

1. Describe your experience providing the kinds of services described in the “Services to be Provided” section of the RFP.

2. Provide at least two references (with their telephone numbers) who may be contacted to support your description of your experience in providing these services.
3. Briefly describe the approach to the services you will provide as outlined in the “Services to be Provided” section of the RFP.

4. Briefly state a workplan (i.e., state the hours of availability and indicate the suitability of these hours to the Services and Deliverables required in this proposal, as well as the earliest start date for providing these services.)
G. Assurances

Any prospective contractor must agree to adhere to the following conditions and must positively state such in the proposal. Please read, sign, date and return this statement with your proposal.

A. Conformance with Statutes - Any contract awarded as a result of this RFP must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.

B. Ownership of Proposals - All proposals in response to this RFP are to be the sole property of the State, and subject to the provisions of Sections 1-19 of the Connecticut General Statutes (Re: Freedom of Information).

C. Reports and Information - The contractor shall agree to supply any information required by DPH: including evaluation and billing information in the time, manner and format directed by DPH.

The right to publish, distribute or disseminate any and all information or reports, or any part thereof, shall accrue to DPH without recourse.

D. Timing and Sequence - Timing and sequence of events resulting from this RFP will ultimately be determined by the State.

E. Stability of Proposed Prices - Any price offerings from applicants must be valid for a period of 120 days from the due date of applicant proposals.

F. Oral Agreements - Any alleged oral agreement or arrangement made by an applicant with any agency or employee will be superseded by the written agreement.

G. Amending or Canceling Requests - The State reserves the right to amend or cancel this RFP at its discretion, prior to the due date and time, and/or at any point to the issuance of the written agreement, if it is in the best interests of the agency and the State.

H. Rejection for Default or Misrepresentation - The State reserves the right to reject the proposal of any applicant which is in default of any prior contract or for misrepresentation.
I. **State’s Clerical Errors in Awards** - The State reserves the right to correct inaccurate awards resulting from its clerical errors.

J. **Rejection of Proposals** - Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.

K. **Applicant Presentation of Supporting Evidence** - An applicant, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the RFP.

L. **Changes to Proposals** - No additions or changes to the original proposal will be allowed after submittal, unless specifically requested by DPH.

M. **Collusion** - By responding, the applicant implicitly states that the proposal is not made in connection with any competing applicant submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the applicant did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the agency participated directly or indirectly in the applicant’s proposal preparation.

N. **Subcontracting** - In a multi-contractor situation, DPH requires a single point of responsibility and accountability.

The undersigned acknowledges receiving and reading the aforementioned assurances and agrees to these terms and conditions as set forth by the Department of Public Health.

__________________ _________________  ______________________  
Signature       Date
The Department of Public Health is an affirmative action employer, in compliance with all state and federal laws, which prohibit discrimination and mandate affirmative action to overcome the present effects of past discrimination. Accordingly, we require that the individuals and organizations with which we do business do not engage in discriminatory practices.

This Department and our contractors shall fully comply with the CONTRACT COMPLIANCE REGULATIONS OF CONNECTICUT STATE AGENCIES, Sections 46a-68j-21 through 46a-68j-43, which establish procedures for evaluating compliance with Connecticut General Statutes, Section 4a-60, the state's nondiscrimination contract provisions. We require our contractors to cooperate with the Connecticut Commission on Human Rights and Opportunities in all activities pertinent to these regulations.

This Department will not knowingly do business with any contractor, subcontractor or supplier of materials who unlawfully discriminates against members of any class protected under state or federal law. Contractors whose overall employment statistics are not reflective of the general employment area may be required to submit evidence of good faith efforts to ensure that their personnel policies and practices do not have a discriminatory impact.

As part of our contract compliance program, bidders, contractors, subcontractors, and suppliers are encouraged to develop and follow a plan of affirmative action to achieve or exceed parity of employment with the applicable labor market. The existence and active administration of voluntary plans will be a factor in deciding contract approvals and the continuation of existing contracts, in accordance with Section ~6a-68j-30.

This Department also solicits and encourages the participation of minority business enterprises as bidders, awardees, contractors, suppliers, and subcontractors.

All bidders and contractors shall be notified of this policy, must sign a Notification to Bidders Form, and complete a workforce analysis questionnaire necessary for contract award process.

J. Robert Galvin
Commissioner
Department of Public Health
NOTIFICATION TO BIDDERS (Non-applicable for Individuals)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71 (d) and 46a-81i (d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 46a-68j-43 of the Regulations of Connecticut State agencies which establish a procedure for the awarding of all contracts covered by Sections 4a-60 and 46a-71 (d) of the Connecticut General Statutes.

According to Section 46a-68j-30 (9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority Business Enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in the daily affairs of the enterprise; (2) Who have the power to direct the management and policies of the enterprise; and, (3) Who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans ... (2) Hispanic Americans ... (3) Women ... (4) Asian Pacific Americans and Pacific Islanders; or (5) American Indians ...” The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21 (11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements.

a) the bidder’s success in implementing an affirmative action plan;

b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive;

c) the bidder’s promise to develop and implement a successful affirmative action plan;

d) the bidder’s submission of EEO-1 data indicating the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and,

e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30 (10) (E) of the Contract Compliance Regulations.

INSTRUCTION: Bidder must sign acknowledgment below, detach along dotted line and return acknowledgment to Awarding Agency along with the bid proposal.

The undersigned acknowledges receiving and reading a copy of the “Notification to Bidders” form.

__________________________________  __________________________
Signature      Date
WORKFORCE ANALYSIS (Non-applicable for individuals)

Contractor Name: 
Address: 
Total Number of CT employees: 
Full Time: 
Part Time: 

Complete the following Workforce Analysis for employees on Connecticut worksites who are:

<table>
<thead>
<tr>
<th>Job Categories</th>
<th>Overall Totals (sum of all cols. male &amp; female)</th>
<th>White (not of Hispanic Origin)</th>
<th>Black (not of Hispanic Origin)</th>
<th>Hispanic</th>
<th>Asian or Pacific Islander</th>
<th>American Indian or Alaskan Native</th>
<th>People with Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>male</td>
<td>female</td>
<td>male</td>
<td>female</td>
<td>male</td>
<td>female</td>
<td>male</td>
</tr>
<tr>
<td>Officials &amp; Managers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office &amp; Clerical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craft Workers (skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operatives (semi-skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laborers (unskilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals Above</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals 1 year Ago</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FORMAL ON-THE-JOB TRAINEES (Enter figures for the same categories as are shown above)

Apprentices 
Trainees 

EMPLOYMENT FIGURES WERE OBTAINED FROM: Visual Check: Employment Records Other: 

1. Have you successfully implemented an Affirmative Action Plan?  
   - YES  
   - NO  
   Date of implementation:__________________If the answer is "No", explain. 

1. a) Do you promise to develop and implement a successful Affirmative Action?  
   - YES  
   - NO  
   - Not Applicable  
   Explanation: 

2. Have you successfully developed an apprenticeship program complying with Sec. 46a-68-1 to 46a-68-17 of the Connecticut Department of Labor Regulations, inclusive:  
   - YES  
   - NO  
   - Not Applicable  
   Explanation: 

3. According to EEO-1 data, is the composition of your work force at or near parity when compared with the racial and sexual composition of the work force in the relevant labor market area?  
   - YES  
   - NO  
   Explanation: 

4. If you plan to subcontract, will you set aside a portion of the contract for legitimate minority business enterprises?  
   - YES  
   - NO  
   Explanation: 

__________________________________________  __________________________
Contractor’s Authorized Signature  Date
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points*</th>
<th>Bidder’s Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Department’s prior experience with the applicant organization including issues of contract compliance.</td>
<td>(15)</td>
<td>( )</td>
</tr>
<tr>
<td>2. The extent to which references support the applicant’s success providing similar services.</td>
<td>(5)</td>
<td>( )</td>
</tr>
<tr>
<td>3. The extent to which services to be provided are described clearly and cover all requirements outlined in the RFP.</td>
<td>(10)</td>
<td>( )</td>
</tr>
<tr>
<td>4. The extent to which adequate time is allocated to manage the services to be provided.</td>
<td>(20)</td>
<td>( )</td>
</tr>
<tr>
<td>5. The competitiveness of the services to be provided, including the existence of a relevant, innovative, efficient, functional database</td>
<td>(20)</td>
<td>( )</td>
</tr>
<tr>
<td>6. The extent to which the profile of staff who will be working on this project is clear and adequate to manage the services to be provided.</td>
<td>(5)</td>
<td>( )</td>
</tr>
<tr>
<td>7. The extent to which a thorough work plan is presented with measurable objectives and specific, appropriate timelines.</td>
<td>(15)</td>
<td>( )</td>
</tr>
<tr>
<td>8. Costs proposed by the Bidder (fees to be charged for application processing, testing and other contractual services).</td>
<td>(10)</td>
<td>( )</td>
</tr>
</tbody>
</table>

TOTAL (100) ( )
ATTACHMENT C  MINIMUM REQUIREMENTS CHECKLIST

_______________________________________
Applicant

1. Resumes provided for all professional staff assigned to this project.  __________
2. Completed Notification to Bidders form included in proposal.  __________
3. Signed Statement of Adherence to Assurances included in proposal.  __________
4. An original and 5 copies of the completed proposal received by DPH
   no later than 4:30pm on _____ (date) _________.  __________
5. Proposal is completed on Application Forms included in Attachment A.  __________
6. The proposal is signed by an authorized official of the applicant
   Organization.  __________