

DMR/DCF RFQ Questions & Answers

1. What is the anticipated geographic distribution of DMR VSP youth to be served?

To date 67 new referrals have been made to DMR VSP this fiscal year. 57 of those referrals have been accepted. 11 from the DMR West Region, 15 from the DMR South Region and 31 from the DMR North Region. However, it is too early to anticipate later referrals and the geographic region from which they will come.

2. What is the anticipated geographic distribution of DCF youth to be served?

It is anticipated that it will state wide.

3. What is the anticipated volume of business?

Please refer to the answer for question #1 & 2.

4. Should a geographic service area be identified in the response?

Your preferred geographic area of service delivery should be identified in your response by listing the towns in which you are willing to provide service.

5. Can DMR outline the differences between a DCF therapeutic or treatment level foster home and a Professional Parent home?

DMR is not going to use the term therapeutic foster homes as that is a DCF term for their licensing purposes. A Professional Parent is much like a Community Training Home (CTH), which is a DMR term. In a CTH, a provider provides supports for 1-3 individuals in the providers home. We anticipate that professional parents would need additional behavior supports and respite to serve children in voluntary services. Those individuals would have specific skills to support children and youth with behavioral health needs or will need specialized training and experience to work with the needs of this population.

6. In DMR's view, would a provider with experience with therapeutic and/or treatment level foster care possess the experience necessary to operate a Professional Parent Home?

CTH regulations require training in some areas other training necessary will need to be established by the agency and the specific needs of the children going into the home. Some typical training components may include behavioral intervention techniques, setting a structure in the home, child development, etc. Any prior experience working with this population will be taken into account when reviewing applications. The respondent is expected to outline how they will recruit, train and support any potential Professional Parents.

7. Can DMR specify the licensing and certification or credential requirements for staff in each of the five serve areas?

DMR Community Training Home (CTH) licensing regulations and training requirements may be found on the DMR website starting April 2, 2007: <http://www.dmr.state.ct.us/> under Licensing. The policy and procedure for Community training Home licensing may be located on the DMR website starting April 2, 2007 at the following location: http://www.dmr.state.ct.us/publications/DMR_Manual/Links/Part1_Service_Delivery/ID_Quality_Enhancement/Licensing/I_D_PR_008_CTH_Licensure.pdf

Respite services must adhere to DMR respite regulations Respite Programs 17a-218-8 through 17a-218-17, also located on the DMR website starting April 2, 2007 under licensing. Respite providers are required to meet all requirements under CT General Statute (CGS) CGS 17a-218 and Regs. Conn Agencies—DMR, 17a-218-1 to 17a-218-17. Respite provided in approved facilities must be licensed by Department of Public Health, Department of Education or other applicable state licensing entity.

Professionals who provide psychology services, family therapy, clinical assessments, or behavioral assessments will be required to meet established licensing and certification standards as determined by the Department of Public Health. Refer to the DPH website for licensing and certification requirements for various clinicians including psychologists, social workers, and professional counselors at <http://www.dph.state.ct.us/>. Psychology licensure per CGS Chapter 383, Counseling licensure per CGS Chapter 383a or 383c (Marriage and Family Therapist or Professional Counselor), Behavior Management should be provided by a licensed psychologist or an individual with appropriate training including a masters degree in psychology, special education or applied behavior analysis and course work in human behavior and at least one-year experience working with people with mental retardation.

Respondents should describe their staff's qualifications and the function of their work within each category that the respondent is addressing.

8. *Where are licensing requirements for Community Training Homes available?*

Please refer to the answer for question #7 for DMR Community Training Homes.

9. *Are DMR out-of-home respite standards available? If so, where may they be obtained?*

Please refer to the answer for question #7 for Respite.

10. *Please provide clarification of whether the DCF committed children will be eligible for services in the Professional Parent/CTH model; and if so, will these be licensed by DMR as CTH homes? If not, will they be licensed, and if so, by whom and as what?*

DCF committed children will be eligible for services in a Professional Parent home; for children committed to DCF these homes will be licensed by DCF in a manner to be determined by DCF consistent with the details of the applicant's proposal.

11. *What kind of license do the Out-of-home Respite locations hold, if any? Are they to be licensed as CTH's (for the VSP youth? for the DCF committed youth?)*

Please refer to the answer for question #7 for DMR respite.

Overnight respite for DCF committed youth will require that the respite family or parent be appropriately licensed to provide temporary foster care; alternatively overnight respite may be provided in congregate care settings (e.g., group homes or residential treatment centers) that are licensed as such by DCF and/or DMR.

12. *What are the regulations for out of home respite (for both VSP and for DCF committed youth); and what documentation must be maintained?*

Please refer to the answer for question #7 for DMR respite.

For DCF the applicable regulations for out of home respite will depend on the specific respite strategy proposed by the respondent. See answer to question #11. DCF will establish their own standards for documentation.

13. On Page 4 of 15, under Out-of-Home respite, it states “Respite locations will be required to adhere to applicable DMR quality standards” – is this referencing the DMR Regional Quality Review document?

Please refer to the answer for question #7 for DMR respite.

14. The RFQ states that some professional parents may be asked to take on a shared parenting role. Can you expand on how this arrangement would work?

It will be based on the agency and how they set up their model. The Parents of VSP children served by DMR retain their parental rights and are the child’s legal guardian. It is expected that these parents will remain in contact with their child and will participate in the decisions made for that child. The child should go home on visits and may even go for overnights. It is possible that the child may live at home with his or her parent(s) part of each week and with the Professional Parent the remainder of the week. The professional parent is expected to support the biological parent in maintaining contact with their child and supporting the family connection.

For DCF Committed children the relationship between the Professional Parent and the biological parent(s) will be determined on a case-by-case basis depending on the child’s permanency plan and best interests.

DCF may utilize professional parenting services for DCF Voluntary children who are not eligible for the DMR VSP Program due to age and in these circumstances shared parenting may be appropriate.

15. In terms of the CTH Program, will all children be enrolled in a full time educational program?

All children are expected to be enrolled in a full time education program.

16. In the description of Clinical/Behavioral Assessments on page four, the RFQ states the agency will, “...supervise and train direct care workers who provide in home supports.” Does this include DMR staff or staff from other agencies?

One agency may provide the clinical/behavioral assessment while another agency or agencies may be providing the in home supports. So one agency may be providing supervision and training to another agencies’ staff regarding the child’s behavioral plan.

17. How are Personnel Resources to be identified by the agency within the proposal and are additional staff to be hired and identified?

Resumes for all key personnel, including supervisors and administrators, who will be working with this population should be included with the proposal. Roles should be clearly identified. The required qualifications of staff proposed to be hired should be identified to DMR and/or DCF within the proposal. Before staff are hired to work with specific children, those individuals will be expected to meet the established qualifications for each service. Upon request, qualifications of new staff will be made available to the state agency that is funding that child’s services. All staff working with children will be required to have criminal background checks and DCF requires verification that they have no history of child abuse or neglect.

18. Regarding the In-Home Behavioral Supports - would this person be responsible for carrying out the PRC and HRC processes for each child assigned?

Only for those children who are being funded by DMR and have aversive procedures or restraint as part of their behavior plan.

19. There is reference to the requirement that “behavior plans in place” be implemented during respite services, please explain further.

If the child has a behavior plan in place, the respite provider should participate in any necessary training to implement that plan while providing respite. It is understood that training may not always happen in the home. The respite provider should have a working knowledge of the behavior plan and any other teaching strategy or plan of any child for whom they are providing respite. The respite provider will not be asked to develop a separate behavior plan for individuals under their care. Behavior plans will be identified in the child’s Individual Plan and developed through either the Intensive In-Home Supports, through the Clinical/Behavior Assessments, or other means described in the Individual Plan.

20. Can DMR provide additional information regarding the range of impairment or functional limitation of children in the VSP program in greater detail, including the proportion of children with mild, moderate and/or profound disabilities?

Individuals referred to DMR VSP have a variety of disabilities. All have mental retardation, to some degree. Along with mental retardation, to be eligible for VSP the child has to have a behavioral health need. The referrals we received this past year include children with Autism, Angelman’s Syndrome, Oppositional Defiant Disorder, Intermittent Explosive Disorder, and others. Aggressive behaviors and self injurious behaviors are noted in most referrals.

21. What is the anticipated length of stay for Intensive In-Home Behavioral Supports and Family Therapy? Will the entity conducting the clinical assessment remain engaged with the family throughout the duration of service delivery?

There is no regulated length of stay; however, the need for continued service and the level of service will be reviewed every 30 days. Length of stay will be based on the model of the responding agency and/or the needs of the child and family. The agency conducting the clinical assessment may or may not remain engaged with the family throughout the duration of service delivery.

22. Does DMR anticipate an integrated progression of services – will the Clinical/Behavioral Assessment precede Intensive In-Home Behavioral Supports or Family Therapy?

It is not always possible to implement a progression of services. Services and supports should start where the family and the need is.

23. Does DMR anticipate 3rd party billing for office-based services, such as Family Therapy? If so, how does DMR expect 3rd party revenue to be handled?

We expect that third party billing happens prior to billing DMR. DMR will be payer of last resort for Family Therapy.

24. Can DMR offer any parameters for fee setting for the identified services?

No. We are going to establish new vendor rates for this population. In order to do that we are asking respondents to give us the complete cost for the service. A unified rate for each service will be established once all proposals are received and reviewed.

25. What rates will be used for the Out-of-Home respite? For example, for the youth in the VSP, will the established out-of-home waiver rate be utilized (established by DMR – currently at \$316.67/day)? What rate will be used for the Out of Home respite for the DCF committed youth?

Please refer to the answer for question #24.

26. What is the established rate for the service for DMR Professional Parent homes, DCF Professional Parent Homes?

Please refer to the answer for question #24.

27. At this point in regards to the budget, it is unclear whether it is the intention of DMR to utilize the established waiver rates to pay for the provision of services described in this RFQ?

Please refer to the answer for question # 24.

28. Will agencies contract with DMR, with DCF or with both state agencies to serve children? Who will control service dollars for children served by DCF?

DMR will not be contracting services, they will be handled on a fee-for-services basis. Each agency will handle its own funding for the children referred to the individual qualified providers. DCF may contract for services that are not otherwise available on a fee-for-service basis and DCF will manage the service dollars for children served by DCF.

29. Which Agency will be handling the fiscal/contractual arrangements?

Please refer to the answer for question #28.

30. On Page 5 of 15, under Deliverables to DMR – it states that invoices are to be sent to the Region each month – is there an invoice that has been developed that agencies will be using?

No. DMR will be using the Fiscal Intermediary to pay the agencies. Regional verification will not be needed after a six month period of time.

31. In completing the budget how do we address the different funding levels needed for the different levels of support.

Different funding levels needed should be clearly identified in the budget proposal.

32. If this is under the Fee for Service model and not on the Agency's Master Contract, will the invoices be processed through the Regional office or through a Fiscal Intermediary?

DMR will be using the Fiscal Intermediary to pay the agencies.
DCF will be developing contracts and fee-for-service processes.

33. Will this Program be funded under a Master Contract arrangement?

No. Refer to Question 32.

34. In the absence of benefits will DCF/DMR be covering the full cost of the placement?

Yes, consistent with the terms of any child-specific contract and/or budget agreement.

35. If this Program is statewide, will the provider need to contract with each Region?

No.

36. Will the Program be funded under the Medicaid Waiver?

Not at this time. DMR plans to add these services, with service descriptions and new rates established, during the next application process.

37. Will the Program be administered on a Fee for Service arrangement with each person having an individual budget?

Children within DMR VSP will have individual budgets with payment going through a fiscal intermediary.

DCF will identify services and supports needed for each child. Services may be funded through the Area Offices on a fee-for-services basis or through child-specific agreements or contracts for services which are not reimbursable by DCF on a fee-for-service basis.

38. Given DCF's role in the RFQ and potential role in the review process, is it a conflict of interest to ask DCF staff to serve as references?

Yes.

39. Are any children to be served engaged with both DCF and DMR? If so, which agency governs delivery of services to the child and family?

Children committed to DCF may also be clients of DMR. However, DCF will be the primary funding agency governing delivery of services. The individual child under DCF VSP will not have an open DCF case.

40. How will dual licensing be handled for homes with DMR and DCF clients?

This has not yet been determined.

41. Has DMR/DCF identified any preferred models of care for any of the five service areas?

No. Respondents are asked to describe proposed models of care.

42. In order to respond to both the Voluntary Services Children and the Committed Children does a respondent need to submit two responses, one to DCF and one to DMR or just one response?

Please refer to page 5 of 15 of the RFQ.

43. Will families referred for Family Therapy have an intervention plan in place? Does DMR anticipate Family Therapy to be provided in lieu of Intensive In-Home Behavioral Supports or in addition to in-home supports?

It is anticipated that Family Therapy will be used in conjunction with other services and will be part of an over all plan of support for the child.

44. Are actual letters of reference required or are reference names (with contact info) sufficient.

Please refer to page 5 of 15 of the RFQ. Letters are required and must be included in the proposal.

45. We are being asked to provide a number of clients that we can serve at any given time; the question is – can that number be increased by the agency (and then by the Department) if/when our capacity increases and the Departments need increases or is the number “capped” based on what we submit in our proposal?

Numbers were requested so that capacity of providers could be anticipated. For DCF, unless otherwise governed by contract, there will not be “caps” established. Qualified providers will be able to identify when they have reached capacity. They will also be able to identify when they have additional capacity available.

46. For the Conflict of Interest response requirement, what types of Business Relationships would represent a conflict of interest?

The department is responsible for ensuring that its contractors meet the ethical standards established by the State of Connecticut. For guidance on these standards respondents should refer to the guidelines for state contractors and other relevant information posted by the Office of State Ethics (<http://www.ct.gov/ethics/site/default.asp>). The respondent should alert the department about any areas of concern. Where warranted, these issues may be reviewed by the department's Ethics Committee.

47. Are otherwise qualified providers not currently providing services in Connecticut and with no office in Connecticut at this time deemed ineligible responders to this solicitation?

No, the agency will be deemed eligible as long as they establish an office in CT.

48. Will collaborations be allowed? Or, if XXXX was a qualified provider, could we subcontract with another agency to provide specific services?

For DMR provider agency staff must be employed by the qualified provider agency. For DCF collaborations and subcontractors will be allowed but they must be approved in advance; approval will include but will not be limited to assuring that all of the subcontractor's staff are appropriately licensed, credentialed and screened for protective service and criminal background checks.

49. Because the volume of business is unknown, will Providers be able to develop separate start-up budgets?

This may vary according to the service type and scope proposed. At this time it is uncertain whether start-up funds will be available for every service.

50. We want clarification about what the RFQ means that the response may propose to provide 1 or more of the services listed under the scope of work and deliverables (section 3)?

Respondent may select 1 or more of the 5 services listed under the Scope of Work when responding to the RFQ. They must also indicate whether their response is limited to children and families in DMR VSP or to children and youth in the care of DCF or both.

51. What is the anticipated start date for this Program?

A start date was not identified within the RFQ. Providers may identify their own proposed start date for individual services for which they are requesting qualification.

52. Will this program be administered via the Central Office or the Regions?

The DMR VSP programs will be administered through the regions with oversight from Central Office.

The DCF Area Offices will be responsible for the oversight of individual children and their services and supports. DCF Central Office will have oversight contracts, for program and policy development.

**Request for Qualifications by
The State of Connecticut
Department of Mental Retardation
Department of Children and Families
DMR Voluntary Services Program
DCF Community Services Program**

The State of Connecticut, Department of Mental Retardation (DMR) and the Connecticut Department of Children and Families (DCF) are seeking the submission of professional qualifications from respondents qualified to provide one or more of the following services: Intensive In-Home Behavioral Supports, Professional Parent Homes, Clinical/Behavioral Assessments, Out-of-Home Respite, and/or Family Therapy to children with behavioral health needs and intellectual disabilities served in the DMR voluntary services program (VSP) and their families and/or to DCF-committed children and adolescents. DMR and DCF are seeking interested agencies with experience providing family centered in home and behavioral supports. The State wishes to enlist qualified vendors of services to children with intellectual disabilities and behavioral health needs within their family home and vendors experienced at recruiting and supporting professional parent homes.

1.A DMR Background Statement

The Department of Mental Retardation entered into a Memorandum of Understanding with the Department of Children and Families in 2005. DMR is now the lead agency providing voluntary services to children with intellectual disabilities across the state. The vision of both agencies is that all children with intellectual disabilities grow up with the nurturing of their families; that families identify and receive the individually designed supports they need to raise their children in their local communities; and that communities embrace children with intellectual disabilities and their families and include them in all aspects of community life.

The DMR Voluntary Services Program (VSP) supports families who have children with intellectual disabilities and emotional, behavioral or mental health needs. To be eligible for this program a child must demonstrate an emotional, behavioral or mental health issue that results in the functional impairment of the child and substantially interferes with or limits the child's functioning in the family or community activities. Other children may be found eligible for this program with the Commissioner's approval.

VSP is primarily an in-home support program that provides families with supports needed to raise their children at home. Many of the children served in VSP have pervasive developmental disorders such as autism spectrum and/or significant behavioral health or psychiatric disorders. Services are individually designed for each child and intended to help support children to live within the family and community. Examples of supports include but are not limited to:

- Personal support, including supervision and assistance with activities of daily living (ADLs) and gaining access to community activities,
- Individual support and habilitation including skill development instruction and implementation of strategies to address behavioral or other needs,
- Respite,
- After school programs,
- Consultative services provided by professionals in psychology, nutrition, counseling, and behavior management including the development of a home treatment/support plan, training to carry out the plan and monitoring of the individual and the direct service provider(s) in the implementation of the plan, and
- Other individually designed supports and services based on the child's needs.

DMR is currently seeking to expand the support and service options available to children served in VSP. This population of children usually requires staff to have a greater skill set to work with due to their mental health needs and degree of behavioral involvement. Currently there are 250 children enrolled in VSP. 41 children live in Residential Treatment Facility settings, 41 children reside in Group Homes and the remaining 162 live with their families and are receiving in home supports. The goal is to return the children who currently reside out of state to Connecticut by either returning them to their family home or a Professional Parent setting when possible. There are up to 90 new VSP referrals expected every year. A child remains in VSP until the age of 21 or until services are no longer required. DMR hopes to serve all newly eligible children in the least restrictive setting in Connecticut.

I.B DCF Background Statement

The Department of Children and Families is mandated to serve the emotional and behavioral health needs of children. The Department of Children and Families provides services to a significant number of families with children and adolescents who have intellectual disabilities; many of these children and adolescents are committed to DCF as a consequence of their family's inability to care for them while others have been committed to the Department as a result of abuse or neglect.

Historically DCF has had an inadequate array of specialized community-based services to support families with children who have intellectual disabilities; although a number of in-home services have been available through the utilization of DCF's flexible funding mechanisms, in general DCF has over-relied on out-of-home residential and other institutional care. DCF is attempting to address this inadequacy through the development of a new and wider continuum of community-based services that better meet the needs of children and adolescents who have intellectual disabilities, that assists families in caring for children and adolescents with intellectual disabilities in safe, nurturing environments and that enables children and adolescents to achieve permanency at home or in home-like settings. The development of the service types specified in this RFQ is intended to bring into the DCF system of care a range and variety of services and supports that will optimize the opportunities for permanency and for individual development for children and adolescents with varying degrees of intellectual disabilities.

In addition to the preceding, many of the service types specified below may be of significant benefit to children and adolescents with other types of difficulties (including, for example, children with serious developmental disorders or anomalies, or children with autism or with pervasive developmental disorders without co-occurring intellectual disabilities) and DCF seeks to make available these new services and supports for these other populations as well. All of these new services and supports for youngsters committed to DCF will be embedded in and supported by the existing service array currently available to children and families in DCF's care. As such, providers and prospective professional parents responding to this RFQ may expect to access services (for example, emergency mobile psychiatric services) over and above those newly developed services specified below. It is DCF's hope and expectation that the development of these new community-based services will enable increasing numbers of children and adolescents to remain with their families, or to achieve success in foster families, and it is further expected that children and adolescents currently in institutional care will find it possible to return to families that are adequately and appropriately supported in community settings.

II. Schedule of Events

The following schedule, through the proposal due date may only be changed by amendment to this RFQ. Subsequent dates are target dates only. All responses should be provided to DMR; DMR will be the lead agency in the management of this RFQ.

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| March 9, 2007 | RFQ issued |
| March 22, 2007 | All questions regarding RFQ are due to DMR |
| March 22, 2007 | Letters of Intent are due to DMR |
| March 29, 2007 | Responses to questions regarding RFQ |
| May 3, 2007 | Proposals due to DMR |
| May 10, 2007 | Notification to successful respondent(s) |

III. Scope of Work and Deliverables

The following are descriptions of the anticipated Scope of Work and Deliverables. The respondent may answer one or any combination of the Scope of Work. The respondent must indicate whether their response is limited to children and families in the DMR Voluntary Services Program **or** to children and youth in the care of DCF as described in the DCF background statement **or** to both.

A. Scope of Work

1. Intensive In-Home Behavioral Supports

These supports and services should be offered within a range of hours depending on the needs of the child and family. Staff will provide in home behavioral supports to the child while supporting the family or other direct support workers to learn the techniques and follow through. Staff should be available to the family 24 hours a day for, at a minimum, phone consultation. At times it may require a unplanned visit to the home to support the child or family and/or to de-escalate a problem behavior.

Supports will include: consultation with the family, data collection, design and implementation of behavioral plans, evaluation of the effectiveness of the interventions and training to the family regarding implementation of the plan. All of this is to be done within the family's daily routines. These may include child's ADL skills, life skills, community activities and recreational activities.

Staff should be willing to provide training to any and all other agency staff providing supports and services to the family. This will ensure that there is consistency among all those involved with the family. Behaviors supports should be decreased over time as the parents and other support providers become more effective at providing the interventions necessary.

2. Professional Parent Homes

The program is expected to develop Professional Parent homes for children whose families are having difficulty maintaining them in the family home. The Professional Parent should have skills to support children with intensive behavior health needs and/or medical needs. The Professional Parent should have skills to assist the biological parent in maintaining a healthy parental relationship.

The program should be able to offer in home supports to the professional parent in order to maintain the placement for as long as it is needed. Some Professional Parents will be expected to maintain a child in their home for a significant amount of time or through adulthood. Others will be asked for a short term commitment lasting one to three years until the child is ready to return to his/her family or live on their own. Others still may be asked to take on a shared parenting roll where the child lives both at home and at the Professional Parent as arranged through an agreement by the parent(s) and Professional Parent.

The Professional Parents should be given on-going training and clinical technical assistance to maintain the skills needed. They should also be provided with supports through meetings with

other Professional Parents and biological parents to enhance their commitment to supporting these children. There should be on-going recruitment of Professional Parents.

Professional Parent homes will be required to adhere to the DMR Community Training Home (CTH) licensing regulations and training requirements.

3. Clinical/Behavioral Assessments

The program should have the ability to complete a thorough assessment of a child's and family's clinical and behavioral needs. There should be no more than two to four weeks between initial referral and the completion of the assessment. The program must have community connections with physicians, psychologists, and therapists to support and follow-through of the findings of the assessments.

All assessments should be comprehensive in nature and include all aspects of the child's daily routine that occur outside of the school program. Assessments should contain recommendations regarding in-home supports and services and be consistent with other current programs that may be in place.

The agency will provide training and supportive counseling to parents and caretakers, and supervise and train direct care workers who provide in-home supports. In addition, there will be a treatment evaluation component of the services and supports to evaluate the effectiveness of behavioral supports and medications.

Professionals who provide clinical or behavioral assessments will be required to meet established licensing and certification standards.

4. Out-of-Home Respite

This service should provide a safe and supportive overnight respite location for the child. Respite may be planned or may be provided on an emergency basis such as during a family crisis or a period of increased challenging behavior by the child. This respite is provided so the family is provided with a break that is needed and so that the environment in the home may be maintained or stabilized. Respite will be provided to respond to the family's need no longer than six weeks. Priority will be given to children who are in the voluntary services program.

Respite services should include community activities, coaching ADL activities, implementation of behavior plans in place, and social activities. Respite providers should have a working knowledge of how supports and services should be implemented for children with behavioral health needs. Respite providers should be willing to do home visits and observation of the child prior to first visit to the respite home.

Respite locations will be required to adhere to applicable DMR quality standards.

5. Family Therapy

Family therapy is to be provided to those families who are struggling with raising a child with a disability. These families are often stressed and need to find a support system to keep the family unit. The provider should have experience supporting families with children with disabilities. Therapy should be comprehensive in nature and may include all family members. The goal is to reduce out-of-home placement requests and to enhance the family's ability to successfully keep their child at home.

Therapy should teach the family how to identify their needs to best maintain the family unit, identify their natural support system, how to best work together, and how to accept help. Siblings should be included in therapy.

Therapy should strengthen a family and give them the tools they need to have a positive outlook for their child with special needs. Collaborating with community resources are acceptable. A family should not have to wait more than two weeks for an initial appointment and should have access to therapy on an ongoing basis.

Providers of Family Therapy will be required to meet established licensing and certification standards.

B. Deliverables to DMR

1. Monthly progress reports on all individuals served sent to the child's DMR Case Manager.
2. Monthly invoices sent to the appropriate region by the 15th of every month.
3. Conform to all applicable DMR policies and procedures, licensing and/or regulatory requirements that are specified for the service type being proposed.
4. Quarterly meetings, as requested, with the Lifespan Coordinator to review accomplishments and the numbers served; identify issues, share information, and plans for the next quarter.

C. Deliverables to DCF

1. Jointly identify and review with DCF at least quarterly child-specific goals and outcomes, the attainment of which shall support the ability of the child to experience self-sufficiency and individualized age and developmentally appropriate goals.
2. Monthly progress report on all individuals served sent to the child's DCF Social Worker.
3. Conform to all applicable DCF licensing and/or regulatory requirements that are specified for the service type being proposed.

IV. Required Qualifications

Eligible respondents shall be an agency that have the following qualifications:

- A. The agency must be an organization with an office in Connecticut that has demonstrated a commitment to affirmative action.
- B. The agency must have prior experience with budget management, appropriate staff credentials and expertise, demonstrated capabilities to meet services delivery and program management requirements, including relevant management structure and internal controls, and be knowledgeable of Connecticut labor laws and employee payroll and benefit management.
- C. A minimum of three references that attest to the respondents scope of work and related prior experience must be included with the proposal.

V. Instructions for Respondents

- A. Respondents wishing to respond to this RFQ must submit a Letter of Intent advising the agencies of their intention to present a proposal in response to one or more services in this RFQ. All responses should be submitted to DMR; however, respondents should clearly indicate whether their response is limited to children and families in the DMR Voluntary Services Program or to children and youth in the care of DCF or to both. Letters of Intent to submit a proposal should be submitted by 4:00 PM, March 22, 2007 to the DMR RFQ contact: Tammy Garris, Department of Mental Retardation, 460 Capitol Avenue, Hartford, CT 06106. Fax (860) 418-6002. Email: tammy.garris@po.state.ct.us. Tammy Garris will serve as the RFQ contact for both DMR and DCF. This assures that all respondents will receive a copy of the pre-proposal questions and answers for this RFQ. Letters of Intent should include an email

address which DMR will use to inform the respondent of pre-proposal questions and answers. Submission of a Letter of Intent does not obligate the respondent to submit a response.

B. All question regarding this RFQ should be directed to the DMR RFQ contact: Tammy Garris, Department of Mental Retardation, 460 Capitol Avenue, Hartford, CT 06106. Fax (860) 418-6002. Email: tammy.garris@po.state.ct.us. The deadline for submitting questions is March 22, 2007. Questions must be in writing and submitted by US mail, FAX, or email. Questions will not be answered over the telephone. DMR and DCF reserve the right to provide a combined answer to similar questions. DMR and DCF will provide official written answers to the questions by March 29, 2007 by email to all respondents who have submitted a Letter of Intent. All questions and answers will also be posted on that date on the DAS website as an addendum at http://www.das.state.ct.us/Purchase/Portal/portal_Bids_Open.asp?F_Bid_Type=1&F_Unit=ALL. Respondents are responsible for obtaining a copy of the answers. There will be no Respondent's Conference for this RFQ.

C. Communications

Respondents, potential respondents and their representatives are hereby notified that any communication with the agency or any other person representing DMR and/or DCF concerning this RFQ is strictly prohibited, with the following exceptions:

- Before the deadline: Pre-proposal questions under the conditions described above.
- After the deadline: Responses by the respondent to a request for clarification, information or coordination from the DMR RFQ contact.

All communications from respondents concerning this RFQ must be in writing. Respondents attempting any communication outside of the express exceptions above may be penalized, up to and including disqualification, at the discretion of DMR and/or DCF.

D. Mandatory Response Format of Proposal

1. Transmittal letter: A transmittal letter with the name of the respondent, location, mailing addresses, telephone numbers, FEIN/SSN (Federal Employer ID Number/Social Security Number) of the respondent, respondent's contact accepting all terms and conditions and requirements contained in this RFQ, which shall be signed by a duly authorized official of the organization submitting the proposal.
2. Summary of Relevant Experience: Describe experience the respondent has in area(s) that you plan on answering. Describe your staff's qualifications and the function of their work with in each category that the respondent is answering.
3. Target Population: Describe whether you will provide services only to children and families in the DMR Voluntary Services Program **or** to children and youth in the care of DCF **or** to both.
4. Description of How Work Will Be Performed (Work plan): Describe how you propose to perform the work outlined in Scope of Work. Each heading should have its own separate page. Describe, in detail, how you propose to provide the service. What is the capacity of your program? Outline staff to client ratio and the minimum and maximum number of client you can serve at any given time
5. Budget: A budget must be included in the proposal. A detailed budget of expenses along with an all inclusive per hour or per diem rate should be included a separate pages for each service proposed. Budgets need to be all inclusive of the work to provided (ie training, supervision, administrative, transportation). Budget should include start up costs for those

programs the respondent believes it is necessary, including detail of the function of that cost.

6. Personnel Resources: A complete listing of the staff identified in the work plan with their resumes. Each resume shall include the individual's qualifications and experience in the area where they will be working.
7. Respondent References: Include not less than three objective references who can attest to the respondents scope of work and prior experience for the qualifications in Section IV.
8. Conflict of Interest: Disclose any current (within the last three years) business relationships, which may pose a conflict of interest.
9. Additional Data: Any additional information, which the respondent wishes to bring to the attention of DMR or DCF, that is relevant to this RFQ.
10. Attachment: The respondent must include the following three mandatory forms located in the Contract Compliance Package, Attachment B. These forms address Non-Discrimination and Affirmative Action Provisions of State Contracts. Each form must be signed by the person authorized to bind the respondent contractually:
 - a. Respondent's Acknowledgement Form
 - b. Evidence of Non-Discrimination Form
 - c. Employment Information Form/Workforce Analysis Affirmative Action Report

E. Proposals

The original and eight (8) copies of the proposal must be received at the above address no later than May 3, 2007.

VI. Available Funding

Funding for services may be available to vendors deemed qualified to provide services based upon an established rate for the service, the number of children served and the units of services provided. Costs for services must be clearly defined in the proposal.

VII. Evaluation of Proposals

A selection committee composed of eight members, including three representatives from DMR, three representatives from DCF, one parent and one private provider will review the proposals. The following criteria are expected to be among those utilized in the selection process. They are presented as a guide for the respondent in understanding the State's requirements and expectations for this project and are not necessarily all-inclusive or presented in order of importance. An interview or site visit may be required as part of the evaluation process.

- A. Statement of Work: Proposed statement of work including the soundness of the approach and the quality of the overall proposal, including the respondent's ability to complete the tasks and produce the deliverables.
- B. Budget: Detailed budget that is appropriate to each service to be provided.

- C. Personnel Resources: Experience, background, and expertise of the staff responsible to manage and supervise services provided. Specific qualifications of staff employed or to be hired to perform each service.
- D. Organization: The agency must be an organization with an office in Connecticut.
- E. References: minimum of three that attest to the respondents scope of work and related prior experience.
- F. Demonstrated Commitment to Affirmative Action:
Note: Regulations of Connecticut State Agencies Section 46a-68j-30(10) require an agency to consider the following factors when awarding a contract that is subject to contract compliance requirements:
 1. The respondent's success in implementing an affirmative action plan;
 2. The respondent's success in developing an apprenticeship program complying with Section 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive;
 3. The respondent's promise to develop and implement a successful affirmative action plan;
 4. The respondent's submission of EEO-1 data indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area.

VII. Terms and Conditions

All respondents must be willing to adhere to the following and must positively state this in the proposal.

- A. Acceptance or Rejection by the State: The State reserves the right to accept or reject any or all proposals submitted for consideration. Proposals received after the due date will not be considered.
- B. Rejection for Default or Misrepresentation: The State reserves the right to reject the proposal of any vendor that is in default of any prior contract or for misrepresentation.
- C. Rejection of Qualified 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 RFQ.
- D. Timing and Sequence: Timing and sequence of events resulting from this RFQ will ultimately be determined by the State.
- E. Amending or Canceling Requests: The State reserves the right to amend or cancel this RFQ, prior to the due date and time, if it is in the best interests of the agency and the State.
- F. Conformance with Statutes: Any contract awarded as a result of this RFQ shall be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.

- G. State's Clerical Errors in Awards: The State reserves the right to correct inaccurate awards resulting from its clerical errors.
- H. Ownership of Proposals: All proposals in response to this RFQ are to be the sole property of the State, and subject to the provisions of Section 1-210 of the Connecticut General Statutes (regarding Freedom of Information).
- I. Changes to Proposal: No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of the agency may be required at the respondent's expense.
- J. Audit Requirements: The State Auditors of Public Accounts, Department of Mental Retardation, or the department's designee shall have access to all records and accounts for the fiscal year(s) in which the award was made. Audit financial statements shall be provided to the department upon request.
- K. Access to Records: The Contractor shall make available original or copies of the original financial and accounting records and all supporting documentation pertaining to the operation under this Contract. These financial and accounting records and all supporting documents shall be made readily available at the Contractor's place of business.
- L. Notice of Award: The placing of a notice of award in the mail to the respondent's address given in the bid will constitute notice of acceptance of the proposal. If any respondent refuses to accept a contract awarded to him within ten days of said notice, such contract may be awarded to the next lowest responsible qualified respondent, and so on until such contract is awarded.
- M. Respondent Presentation of Supporting Evidence: The respondent, 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 this RFQ.
- N. Confidential Information: All proposals in response to this RFQ are to be the sole property of the State. Respondents are encouraged not to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
- O. Ownership: Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFQ is to be the sole property of the State.
- P. Personnel Resources: The respondent must certify that the personnel identified in its response to this RFQ will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the proposal during the course of the project must be approved by the State, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the State. At its discretion, the State may require the removal and replacement of any of the respondent's personnel who do not perform adequately, regardless of whether they were previously approved by the State.
- Q. Preparation Costs: Any costs and expenses incurred by respondents in preparing or submitting proposals are the sole responsibility of the respondent.

- R. Collusion: By responding, the respondent implicitly states that the proposal is not made in connection with any other respondent and is in all respects fair and without collusion or fraud. It is further implied that the respondent did not participate in the RFQ development process, had no knowledge of the specific contents of the RFQ prior to its issuance, and that no agent, representative or employee of the State participated directly in the respondent's proposal preparation.
- S. Rights Reserved To The State: The State reserves the right to award in part, to reject any and all bids in whole or in part, to waive technical defects, irregularities.

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

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 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding 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 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) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. 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 Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that 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.

INSTRUCTIONS AND OTHER INFORMATION

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidders A good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) **Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

| | |
|---|---|
| <p>MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.</p> <p>BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.</p> <p>COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists</p> <p>ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.</p> <p>OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, payroll clerks, bill and account collectors, customer service representatives, files clerks, dispatchers, shipping clerks, secretaries and administrative assistants, computer operators, mail clerks, and stock clerks.</p> | <p>BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.</p> <p>CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..</p> <p>INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.</p> <p>MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.</p> |
|---|---|

3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)

| | |
|---|---|
| <p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p> | <p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p> |
|---|---|

BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

(Page 3)

| | |
|---|--|
| Company Name Street Address City & State Chief Executive | Bidder Federal Employer Identification Number _____ Or Social Security Number _____ |
| Major Business Activity (brief description) | Bidder Identification (response optional/definitions on page 1) -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black___ Hispanic___ Asian American___ American Indian/Alaskan Native___ Iberian Peninsula___ Individual(s) with a Physical Disability___ Female___ |
| Bidder Parent Company (If any) | - Bidder is certified as above by State of CT Yes__ No__ |
| Other Locations in Ct. (If any) | - DAS Certification Number _____ |

PART II - Bidder Nondiscrimination Policies and Procedures

| | |
|---|--|
| 1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__ | 7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__ |
| 2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__ | 8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__ |
| 3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__ | 9. Does your company have a mandatory retirement age for all employees? Yes__ No__ |
| 4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__ | 10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__ |
| 5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__ | 11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__ |
| 6. Does your company have a collective bargaining agreement with workers? Yes__ No__ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__ | 12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain. 13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number. _____ _____ |

Part III - Bidder Subcontracting Practices

| | |
|--|--|
| 1. Will the work of this contract include subcontractors or suppliers? Yes__ No__ 1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary) | 1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes__ No__ |
|--|--|

PLEASE COMPLETE REVERSE SIDE

PART IV - Bidder Employment Information

Date:

(Page 4)

| JOB CATEGORY | OVERALL TOTALS | WHITE (not of Hispanic origin) | | BLACK (not of Hispanic origin) | | HISPANIC | | ASIAN or PACIFIC ISLANDER | | AMERICAN INDIAN or ALASKAN NATIVE | |
|---|----------------|-----------------------------------|--------|-----------------------------------|--------|----------|--------|---------------------------|--------|-----------------------------------|--------|
| | | Male | Female | Male | Female | Male | Female | Male | Female | male | female |
| Management | | | | | | | | | | | |
| Business & Financial Ops | | | | | | | | | | | |
| Computer Specialists | | | | | | | | | | | |
| Architecture/Engineering | | | | | | | | | | | |
| Office & Admin Support | | | | | | | | | | | |
| Bldg/ Grounds Cleaning/Maintenance | | | | | | | | | | | |
| Construction & Extraction | | | | | | | | | | | |
| Installation , Maintenance & Repair | | | | | | | | | | | |
| Material Moving Workers | | | | | | | | | | | |
| TOTALS ABOVE | | | | | | | | | | | |
| Total One Year Ago | | | | | | | | | | | |
| FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE) | | | | | | | | | | | |
| Apprentices | | | | | | | | | | | |
| Trainees | | | | | | | | | | | |

PART V - Bidder Hiring and Recruitment Practices

| | | | | | | | |
|--|-----|----|------------------------------------|---|--|--|--|
| 1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used) | | | | 2. Check (X) any of the below listed requirements that you use as a hiring qualification (X) | | 3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination | |
| SOURCE | YES | NO | % of applicants provided by source | | | | |
| State Employment Service | | | | Work Experience | | | |
| Private Employment Agencies | | | | Ability to Speak or Write English | | | |
| Schools and Colleges | | | | Written Tests | | | |
| Newspaper Advertisement | | | | High School Diploma | | | |
| Walk Ins | | | | College Degree | | | |
| Present Employees | | | | Union Membership | | | |
| Labor Organizations | | | | Personal Recommendation | | | |
| Minority/Community Organizations | | | | Height or Weight | | | |
| Others (please identify) | | | | Car Ownership | | | |
| | | | | Arrest Record | | | |
| | | | | Wage Garnishments | | | |

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

| | | | |
|-------------|---------|---------------|-------------|
| (Signature) | (Title) | (Date Signed) | (Telephone) |
|-------------|---------|---------------|-------------|

STATE OF CONNECTICUT
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
NOTICE CONCERNING CONTRACT COMPLIANCE RESPONSIBILITIES

TO ALL LABOR UNIONS, WORKERS REPRESENTATIVES AND VENDORS:

Any contract this contractor has with the State of Connecticut or political subdivisions of the state other than municipalities shall be performed in accordance with CONN. GEN. STAT. Section 4a-60 and Section 4a-60a. This means that this contractor:

1. Agrees to provide the Commission on Human Rights and Opportunities (CHRO) with any information concerning this contractors employment practices and procedures which relates to our responsibilities under CONN. GEN. STAT. Sections 4a-60 or 46a-56 or Section 4a-60a.; and

2. Agrees to include the provisions of CONN. GEN. STAT. Section 46a-60(a) and Section 4a-60a in each and every subcontract and purchase order and to take whatever action the CHRO deems necessary to enforce these provisions. **WITH REGARD TO RACE, COLOR, RELIGIOUS CREED, AGE, MARITAL STATUS, NATIONAL ORIGIN, ANCESTRY, SEX, MENTAL RETARDATION OR PHYSICAL DISABILITY**, this means that this contractor:

1. Shall not discriminate or permit discrimination against anyone;

2. Shall take affirmative action so that persons applying for employment are hired on the basis of job-related qualifications and that employees once hired are treated without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, unless the contractor can show that the disability prevents performance of the work involved;

3. Shall state in all advertisements for employees that it is an affirmative action-equal opportunity employer@;

4. Shall comply with CONN. GEN. STAT. Sections 4a-60, 46a-68e and 46a-68f and with each regulation or relevant order issued by the CHRO under CONN. GEN. STAT. Sections 46a-56, 46a-68e and 46a-68f; and

5. Shall make, if the contract is a public works contract, good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials.

WITH REGARD TO SEXUAL ORIENTATION, WHICH INCLUDES HOMOSEXUALITY, BISEXUALITY AND HETEROSEXUALITY:

1. The contractor will not discriminate or permit discrimination against anyone, and employees will be treated without regard to their sexual orientation once employed; and

2. The contractor agrees to fully comply with Section 4a-60a and each regulation or relevant order issued by the CHRO under CONN. GEN. STAT. Section 46a-56.

Persons having questions about this notice or their rights under the law are urged to contact the:

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
DIVISION OF AFFIRMATIVE ACTION, MONITORING & CONTRACT COMPLIANCE

21 Grand Street
Hartford, Connecticut 06106
(860) 541-3400

COPIES OF THIS NOTICE SHALL BE POSTED IN CONSPICUOUS PLACES
AVAILABLE TO ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT