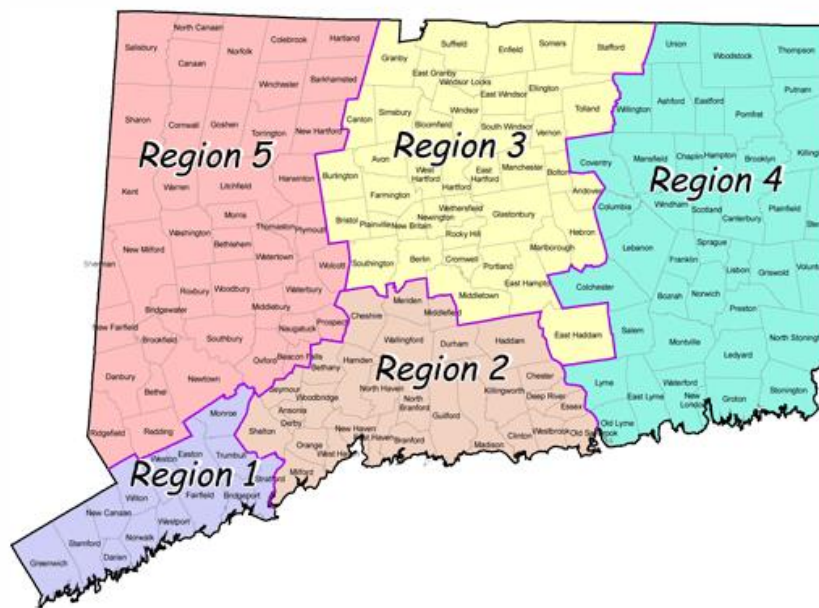


PROCUREMENT NOTICE

**State of Connecticut
Department of Social Services
SERVICES TO ASSIST LIMITED ENGLISH PROFICIENT PERSONS
BARRIERS TO SELF SUFFICIENCY
Request for Applications (“RFA”)
LEP BSS _RFA_06202025**

The State of Connecticut Department of Social Services (“DSS” or “Department”) is issuing an RFA for services to assist Limited English Proficient (“LEP”) persons with activities and services to remove Barriers to Self-Sufficiency (“BSS”), defined for the purposes of this RFA as: economic strain, employment challenges, educational challenges, and lack of access to the Department’s services that hinder a person’s ability to become self-supporting due to their LEP. The DSS is requesting applications from Connecticut-based non-profit designated 501(c)(3) qualified private provider organizations to deliver services to assist LEP persons and to remove BSS. At a minimum, the LEP-BSS submission must demonstrate competency in identifying barriers and needs of LEP persons through the provision of education and employment activities and services to move the LEP person to self-sufficiency.

Services shall be provided in five (5) Division of Emergency Management and Homeland Security (“DEHMS”) Regions ([Region 1](#), [Region 2](#), [Region 3](#), [Region 4](#), and [Region 5](#)). It is the Department’s intention to award one award per region; however, multiple awards are possible depending upon successful responses to the RFA. The below map identifies the 5 Regions:



The term of the work shall be three (3) years from 10/1/2025 - 6/30/2028 based on funding availability. There shall be two (2) one (1) year extension options which may be exercised at the sole discretion of the Department based on the availability of funding.

The RFA is available in electronic format on the following websites:

- CTsource Bid Board: <https://portal.ct.gov/DAS/CTSource/BidBoard>
- Department of Social Services' website at: <http://www.ct.gov/dss/rfp>

The DSS is an Equal Opportunity/Affirmative Action Employer. Deaf and hearing-impaired persons may use a TYY by calling 1-800-671-0737. The DSS reserves the right to reject all applications or cancel this procurement at any time if deemed in the best interest of the State of Connecticut ("State").

Applications must be received no later than July 18, 2025, at 4:00 P.M Eastern Standard Time (EST).

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SECTION I – GENERAL INFORMATION

A. INTRODUCTION

1. **RFA Name.** Services to Assist Limited English Proficient Persons, Barriers to Self Sufficiency Request for Applications (LEP-BSS_RFA_06202025).
2. **RFA Summary.** The Successful Respondent shall provide a LEP-BSS Program to assist persons with LEP and address barriers to self-sufficiency by using state funds to support education and employment activities and services to achieve self-sufficiency for LEP persons at or below 60% of the CT state median income. The successful Respondent shall strive to provide services in a person-centered and culturally and linguistically competent manner to enhance the well-being of individuals, families, and communities and address the negative impact of communication barriers to LEP persons obtaining services.
3. **RFA Purpose.** The goal of this project is to deliver LEP-BSS services to LEP persons and to remove barriers to self-sufficiency, defined for the purposes of this RFA as: economic strain, employment challenges, educational challenges, and lack of access to the Department's services that hinder a person's ability to become self-supporting due to their limited english proficiency. At a minimum, the LEP-BSS submission must demonstrate competency in identifying barriers and needs of LEP persons through the provision of education and employment activities and services to move the LEP person to self-sufficiency.
4. **Commodity Codes.** The services that the Department wishes to procure through this RFA are as follows:
 - 86000000: Education and Training Services

B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

ADA	The Americans with Disabilities Act of 1990
BFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CT	Connecticut
DAS	Department of Administrative Services (CT)
DSS	Department of Social Services (CT)
ESL	English as a Second Language
FOIA	Freedom of Information Act (CT)
GED	General Education Diploma
HUSKY	Healthcare for Uninsured Kids and Youth (AKA the CT Medicaid and CHIP Programs)
LEP	Limited English Proficiency
OPM	Office of Policy and Management (CT)
P.A.	Public Act (CT)
RFA	Request for Applications
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

Barriers to Self-Sufficiency (“BSS”): Economic strain, employment challenges, educational challenges, lack of access to the Department’s services that hinder a person’s ability to become self-supporting due to their limited english proficiency.

Basic Education and Skills Classes: Coursework that help adults increase basic skills in subjects such as, literacy, math, English language proficiency, problem-solving, civics, and workforce readiness. These classes may prepare adults to obtain a GED or high school equivalency and can serve as prerequisites for secondary education coursework.

CT State Median Income: In Connecticut, the state median income is a benchmark used to determine eligibility for various programs and services. It is calculated by finding the midpointing of all household incomes in the state, meaning half of the households earn above this amount and half earn below it.

Education and Training Services: Services provided to improve knowledge of daily living skills and to enhance cultural opportunities for the target population(s). Services under this category shall include, by are not limited to, literacy education, English as a Second Language (“ESL”), General Educational Development (“GED”), and vocational training.

Employment Services: Services or activities provided to assist clients in securing employment or acquiring learning skills that promote opportunities in employment. Component services or activities shall include, but are not limited to: employment screening, assessment, or testing; structured job skills and job seeking skills; special training and tutoring; including literacy training and pre-vocational training; career counseling job search; provision of books, supplies, and instructional material; counseling; transportation; and referral to community resources.

English Language Classes: Coursework to gain English language reading, writing, speaking, and listening skill development.

Financial Literacy Education: Coursework to learn financial skills such as budgeting, debt reduction, and savings plans.

Limited English Proficiency (“LEP”): An individual who does not speak English as their primary language and has limited ability to use English in various communicative contexts.

Literacy Classes: Course work that provides opportunities for reading and writing competency.

Private Provider Organizations: As per the requirements of this RFA are defined as non-state entities that have a 501(c)3 designation as a nonprofit organization.

Application: All material prepared and assembled by a Respondent, and which the Respondent submits in response to this RFA.

Proposer: A private provider organization, CT State agency, or municipality that has submitted an application to the Agency in response to this RFA. This term may be used interchangeably with respondent throughout the RFA.

Subcontract: Any separate agreement or contract between the Contractor and an individual, other than an employee of the Contractor or entity ("Subcontractor") to perform all or a portion of the duties and obligations that the Contractor is obligated to perform pursuant to this Contract.

Subcontractor: An individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific health or human service as part of a POS contract with the Agency because of this RFP.

C. INSTRUCTIONS

- 1. Official Contact.** The Department has designated the individual below as the Official Contact for purposes of this RFA. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Respondents, prospective respondents, and other interested parties are advised that any communication with any other Department employee(s) (including appointed officials) or personnel under contract to the Department about this RFA is strictly prohibited. Respondents or prospective respondents who violate this instruction may risk disqualification from further consideration.

Name: Kimberly Brewer
Address: 55 Farmington Avenue, Hartford, CT 06105
E-Mail: DSS.Procurement@ct.gov

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

- 2. RFA Information.** The RFA, addenda to the RFA, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- Department's RFA Web Page at: <http://www.ct.gov/dss/rfp>
- CTsource Bid Board at: <https://portal.ct.gov/DAS/CTSource/BidBoard>

It is strongly recommended that any respondent or prospective respondent interested in this procurement check the CTsource Bid Board for any solicitation changes. Interested respondents may receive additional e-mails from CTsource announcing addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFA.

- 3. Registering with State Contracting Portal.** It is strongly recommended that Respondents register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered.

Respondents shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the the Department's official contact.

- Secretary of State recognition – Click on appropriate response

- Non-profit status, if applicable
- [Notification to Bidders, Parts I-V](#)
- [Campaign Contribution Certification \(OPM Ethics Form 1\)](#)

4. **Contract awards.** The offer of the right to negotiate a contract pursuant to this RFA is dependent upon the availability of funding to the Department. The Department anticipates the following:

Number of Contracts: Final number of contracts shall be determined by the catchment area submissions. At a minimum, there shall be one (1) resultant contract per catchment area.

The term of the contract(s) shall be for three (3) years and is anticipated to begin on October 1, 2025, through June 30, 2028. There shall be two (2) one-year option(s) extensions that may be exercised at the sole discretion of the Department.

5. **Eligibility.** Organizations and agencies must meet the eligibility requirements listed below:

- Be a Connecticut 501(c)(3) corporation or partnership with a documented history working with LEP persons and providing education and/or employment services to address barriers to self-sufficiency; and
- Be fiscally solvent.

6. **Minimum Qualifications of Respondents:** Organizations and agencies must have a minimum of three (3) years' experience identifying and providing services to address individual household's barriers to self-sufficiency.

The Department reserves the right to reject the submission of any Respondent in default of any current or prior contract.

7. **Procurement Schedule.** Dates after the due date for application ("Applications Due") are target dates only (*). The Department may amend the schedule, as needed. Any change will be made by means of an addendum to this RFA and will be posted on the State Contracting Portal and the Department's RFA Web Page.

Milestones	Ending Dates
RFA Released	June 20, 2025
Deadline Questions Due by 4:00 PM EST	June 27, 2025
(*) Responses to Questions	July 3, 2025
Applications Due by 4:00 PM EST	July 18, 2025
(*) Start of Contract (Implementation)	October 1, 2025

8. **Inquiry Procedures.** All questions regarding this RFA or the Department's procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally –

neither in person nor over the telephone. All questions received before the deadline will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFA or the procurement process will not be answered. At its discretion, the Department may or may not respond to questions received after the deadline. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written addendum to this RFA. If any answer to any question constitutes a material change to the RFA, the question and answer will be placed at the beginning of the addendum and noted as such. The agency will release the answers to questions on the date established in the Procurement Schedule. The Department shall publish all amendments and addenda to this RFA on the State Contracting Portal and on the Department's RFA Web Page. **Applications must include a signed Addendum Acknowledgement, which will be placed at the end of all addenda to this RFA.**

9. Application Due-Date and Time.

The Official Contact is the only authorized recipient of applications submitted in response to this RFA. Applications must be received by the Official Contact on or before the due date and time.

- **Due Date: July 18, 2025**
- **Time: 4:00 P.M. EST**

The submission of the electronic copy of the application must be emailed to the Official Agency Contact for this RFA at dss.procurement@ct.gov.

The subject line of the email must read: **LEP BSS RFA 06202025**

Applications received after the due date and time will be ineligible and will not be evaluated. The Department will send a notification alerting late respondents of ineligibility.

THIS IS AN ELECTRONIC SUBMISSION. Please be aware of the amount of time it may take for an electronic submission to be sent from one server and accepted by another server. Each file sent to the Official Contact, shall not be larger than 35 MB per e-mail.

An acceptable submission must include the following: One (1) conforming electronic copy of the original application. The application submission via email must be complete, properly formatted and outlined, and ready for evaluation by the Evaluation Committee. Unsigned applications will not be evaluated.

The electronic copies of the application shall be compatible with Microsoft Office Word except for the Budget and Budget Justification, which may be compatible with Microsoft Office Excel. Additionally, the documents identified in the RFA (Section IV. H and IV.I.6.a- IV.I.6.c) may be submitted in Portable Document Format (PDF) or similar file format.

10. Multiple Applications. Respondents must submit a separate application for each region served. Respondents may submit separate applications to serve different regions.

11.Claim of Exemption from Disclosure. Respondents are advised that all materials associated with this request, procurement or contract are subject to the terms of the Freedom of Information Act, Conn. Gen. Stat. §§ 1-200 et seq. (FOIA). Although there are exemptions in the FOIA, they are permissive and not required. If a Respondent believes that certain information or documents or portions of documents required by this request, procurement, or contract is exempt from disclosure under the FOIA, the Respondent must mark such information or documents or portions of documents as EXEMPT. In Section IV of its submission, the Respondent must indicate the documents or pages where the information labeled EXEMPT is in the application.

For information or documents so referenced, the Respondent must provide a detailed explanation of the basis for the claim of exemption. Specifically, the Respondent must cite to the FOIA exemption that it is asserting as the basis for claim that the marked material is exempt. In addition, the Respondent must apply the language of statutory exemption to the information or documents or portions of documents that the Respondent is seeking to protect from disclosure. For example, if a Respondent marks a document as a trade secret, the Respondent must parse the definition in Section 1-210(b)(5)(A) and show how all the factors are met. Notwithstanding this requirement, DSS shall ultimately decide whether such information or documents are exempt from disclosure under FOIA.

12.Conflict of Interest - Disclosure Statement. Respondents must include a disclosure statement concerning any current business relationships (within the past three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the respondent and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a respondent tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Department will determine whether any disclosed conflict of interest poses a substantial advantage to the respondent over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a respondent must affirm such in the disclosure statement: *"[name of respondent] has no current business relationship (within the past three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

D. APPLICATION FORMAT

- 1. Required Outline.** All applications must follow the required outline presented in Section IV. Application Outline. Applications that fail to follow the required outline will be deemed, at the discretion of the Department, non-responsive and not evaluated.
- 2. Cover Sheet.** The Cover Sheet is Page 1 of the application. Respondents must complete and use the [Cover Sheet](#) form, which is embedded in this section as a hyperlink.
- 3. Table of Contents.** All applications must include a Table of Contents that conforms to the outline in Section IV. Application Outline.
- 4. Executive Summary.** Applications must include a high-level summary not exceeding two pages of the main application and cost application. The executive summary must provide a summarization of the services being offered to meet the Department's needs, the Respondent's approach to providing these services, and

why this approach is in the best interest of the Department. The summary must also include the organization's eligibility and qualifications to respond to this RFA.

5. **Attachments.** Attachments other than the required Appendices, Exhibits or Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFA. Failure to abide by these instructions will result in disqualification.

6. **Style Requirements.** **THIS IS AN ELECTRONIC SUBMISSION.** Submitted applications must conform to the following specifications:

Paper Size: 8½" x 11" in "portrait" orientation. Optionally key graphics, diagrams and flow charts can use 11" x 17" in "landscape" orientation.

Page Limit: Based on Section IV. Application Outline

Print Style: 1 sided

Font Size: Minimum of 11-point

Font Type: Arial or Tahoma.

Margins: The binding of all edge margin (top, bottom, right, and left) of all pages shall be a minimum of one and inch (1").

Line Spacing: Single-spaced

8. **Pagination.** The Respondent's name must be displayed in the header of each page. All pages, from the Cover Sheet through the required Appendices and Forms, must be numbered consecutively in the footer.

E. EVALUATION OF APPLICATIONS

1. **Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of applications received in response to this RFA. When evaluating applications, negotiating with successful respondents, and offering the right to negotiate a contract, the Department will conform with its written procedures for POS procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85). Final funding allocation decisions will be determined during contract negotiation.
2. **Evaluation Committee.** The Department will designate an Evaluation Committee to evaluate applications submitted in response to this RFA. The Evaluation Committee will be composed of individuals, Department staff, or other designees as deemed appropriate. The contents of all submitted applications, including any confidential information, will be shared with the Evaluation Committee. Only applications found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Application that fail to comply with all instructions will be rejected without further consideration. The Evaluation Committee shall evaluate all applications that meet the Minimum Submission Requirements by score and rank ordered and make a recommendation for an award. The Commissioner of DSS or designee, will make the final selection. Attempts by any Respondent (or representative of any Respondent) to contact or influence any member of the Evaluation Committee may result in disqualification of the Respondent.
3. **Minimum Submission Requirements.** All applications must comply with the requirements specified in this RFA. To be eligible for evaluation, applications must (1) be received on or before the due date and time; (2) meet the Application Format

requirements; (3) follow the required Application Outline; and (4) be complete. Applications that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any application that deviates significantly from the requirements of this RFA.

- 4. Evaluation Criteria (and Weights).** Applications meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Team will use to evaluate the technical merits of the applications. Only the criteria listed below will be used to evaluate applications:

1. Organization Qualifications
2. Staffing and Supervision
3. Project Summary
4. Narrative and Workplan for each Proposed Project(s)
5. LEP-BSS Reporting Capabilities
6. Cost Application

The criteria are weighed according to their relative importance. The weights of all requirements are confidential.

NOTE: The Department reserves the right to reject the application of any Respondent that is not financially viable based on the assessment of the annual financial statement.

- 5. Respondent Selection.** Upon completing its evaluation of applications, the Review Committee will submit the rankings of all applications to the Commissioner or Agency Head. The final selection of a successful proposer is at the discretion of the Commissioner or Agency Head. Any proposer selected will be notified and awarded an opportunity to negotiate a contract with the Agency. Such negotiations may, but will not automatically, result in a contract. Any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Agency's discretion, about the outcome of the evaluation and proposer selection process. The Agency reserves the right to decline to award contracts for activities in which the Commissioner or Agency Head considers there are not adequate respondents.
- 6. Debriefing.** Within ten (10) days of receiving notification from the Agency, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Agency to discuss the evaluation process and their application s. If held, the debriefing meeting will not include any comparisons of unsuccessful application with other applications. The Agency may schedule and hold the debriefing meeting within fifteen (15) days of the request. The Agency will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
- 7. Appeal Process.** Proposers may appeal any aspect the Agency's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Agency head. A proposer may file an appeal at any time after the application due date, but not later than thirty (30) days after an

agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered “day one” of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the Agency to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.

- 8. Contract Execution.** Any contract developed and executed as a result of this RFA is subject to the Department’s contracting procedures, which may include approval by the Office of the Attorney General. Fully executed and approved contracts will be posted on State Contracting Portal and the Agency website.

SECTION II – MANDATORY PROVISIONS

A. POS STANDARD CONTRACT, PARTS I AND II

By submitting an application in response to this RFA, the proposer implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract" for POS:

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, quality assurance, reports, terms of payment, budget, and other program-specific provisions of any resulting POS contract. A sample of Part I is available from the Department's Official Contact upon request.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the POS contract. Part II is available on OPM's website at: [OPM POS Part II](#).

Note:

Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations. If a proposer is awarded an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of \$100,000 or more, the proposer must inform the proposer's principals of the contents of the SEEC notice.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected proposer (contractor), and, if required, the Attorney General's Office. Part II of the standard contract may be amended only in consultation with, and with the approval of, the Office of Policy and Management and the Attorney General's Office.

B. ASSURANCES

By submitting an application in response to this RFP, a proposer implicitly gives the following assurances:

- 1. Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the FA development process and had no knowledge of the specific contents of the RFA prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's application. The proposer also represents and warrants that the submitted application is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFA. The Agency may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.

3. **Competitors.** The proposer assures that the submitted application is not made in connection with any competing organization or competitor submitting a separate application in response to this RFA. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, an application for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
4. **Validity of Application.** The proposer certifies that the application represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFA and any amendments or attachments hereto. The application shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Agency may include the application, by reference or otherwise, into any contract with the successful proposer.
5. **Press Releases.** The proposer agrees to obtain prior written consent and approval of the Agency for press releases that relate in any manner to this RFA or any resultant contract.

C. TERMS AND CONDITIONS

By submitting an application in response to this RFA, a proposer implicitly agrees to comply with the following terms and conditions:

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
2. **Preparation Expenses.** Neither the State nor the Agency shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any application submitted in response to this RFA.
3. **Exclusion of Taxes.** The Agency is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.
4. **Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
5. **Changes to Application.** No additions or changes to the original application will be allowed after submission. While changes are not permitted, the Agency may request and authorize proposers to submit written clarification of their applications, in a manner or format prescribed by the Agency, and at the proposer's expense.
6. **Supplemental Information.** Supplemental information will not be considered after the deadline submission of application s, unless specifically requested by the

Agency. The Agency may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a application. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Agency. At its sole discretion, the Agency may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.

7. **Presentation of Supporting Evidence.** If requested by the Agency, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFA. The Agency may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFA. At its discretion, the Agency may also check or contact any reference provided by the proposer.
8. **RFP Is Not An Offer.** Neither this RFA nor any subsequent discussions shall give rise to any commitment on the part of the State or the Agency or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Agency and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Agency and, if required, by the Attorney General's Office.

D. RIGHTS RESERVED TO THE STATE

By submitting an application in response to this RFA, a proposer implicitly accepts that the following rights are reserved to the State:

1. **Timing Sequence.** The timing and sequence of events associated with this RFA shall ultimately be determined by the Agency.
2. **Amending or Canceling RFA.** The Agency reserves the right to amend or cancel this RFA on any date and at any time, if the Agency deems it to be necessary, appropriate, or otherwise in the best interests of the State.
3. **No Acceptable Applications.** In the event that no acceptable applications are submitted in response to this RFA, the Agency may reopen the procurement process, if it is determined to be in the best interests of the State.
4. **Award and Rejection of Applications.** The Agency reserves the right to award in part, to reject any and all applications in whole or in part, for misrepresentation or if the application limits or modifies any of the terms, conditions, or specifications of this RFA. The Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Agency reserves the right to reject the application of any proposer who submits a application after the submission date and time.
5. **Sole Property of the State.** All applications submitted in response to this RFA are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFA shall be the sole property of the State, unless stated otherwise in this RFA or

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

6. **Contract Negotiation.** The Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFA. The Agency further reserves the right to contract with one or more applicants for such services. After reviewing the scored criteria, the Agency may seek Best and Final Offers (BFO) on cost from proposers. The Agency may set parameters on any BFOs received.
7. **Clerical Errors in Award.** The Agency reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.
9. **Key Personnel.** When the Agency is the sole funder of a purchased service, the Agency reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Agency also reserves the right to approve replacements for key personnel who have terminated employment. The Agency further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Agency.

E. STATUTORY AND REGULATORY COMPLIANCE

By submitting an application in response to this RFA, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:

1. **Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their applications any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.
2. **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts

with organizations or businesses that discriminate against protected class persons.

- 3. Consulting Agreements, C.G.S. § 4a-81. Consulting Agreements Representation, C.G.S. § 4a-81.** Pursuant to section 4a-81 of the Connecticut General Statutes, the person signing this Contract on behalf of the Contractor represents, to their best knowledge and belief and subject to the penalty of false statement as provided in section 53a-157b of the Connecticut General Statutes, that the Contractor has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below or in an attachment to this Contract. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes.
- 4. Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf
- 5. Iran Energy Investment Certification C.G.S. § 4-252(a).** Pursuant to C.G.S. § 4-252(a), the successful contracting party shall certify the following: (a) that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date. (b) If the resulting Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section it shall not be subject to the penalties of false statement pursuant to section 4-252a of the Connecticut General Statutes. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the resulting contract.

6. Large State Contract Representation for Contractor (if applicable). Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order 21-2, the resulting Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or application, represents:

- (a) That no gifts were made by:
 - (1) the Contractor;
 - (2) any principals and key personnel of the Contractor, who participate substantially in preparing bids, applications or negotiating State contracts;
 - (3) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, applications or negotiating State contracts; to:
 - i. any public official or State employee of the State agency or quasi- public agency soliciting bids or applications for State contracts, who participates substantially in the preparation of bid solicitations or requests for applications for State contracts or the negotiation or award of State contracts; or
 - ii. any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;
- (b) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and
- (c) That the Contractor submitted bids or applications without fraud or collusion with any person.

7. Nondiscrimination Certification, C.G.S. § 4a-60 and 4a-60a. Pursuant to subsection (c) of section 4a-60 and subsection (b) of section 4a-60a of the Connecticut General Statutes, the resulting Contractor, for itself and its authorized signatory of this Contract, affirms that it understands the obligations of this section and that it will maintain a policy for the duration of the Contract to assure that the Contract will be performed in compliance with the nondiscrimination requirements of such sections. The Contractor and its authorized signatory of this Contract demonstrate their understanding of this obligation by (A) having provided an affirmative response in the required online bid or response to a application question which asks if the contractor understands its obligations under such sections, (B) signing this Contract, or (C) signing this nondiscrimination affirmation on the following line: _____.

8. Access to Data for State Auditors. The Contractor shall provide to OPM access to any data, as defined in C.G.S. § 4e-1, concerning the resulting contract that are in the possession or control of the Contractor upon demand and shall provide the data to OPM in a format prescribed by the Client Agency and the State Auditors of Public Accounts at no additional cost.

9. State Business-Related Call Center and Customer Service Work (if applicable). Pursuant to subsection (h) of section 31-57aa of the Connecticut General Statutes, the resulting Contractor shall perform all required state

business-related call center and customer service work entirely within the State of Connecticut. If Contractor performs work outside of the State of Connecticut and adds customer service employees who will perform work pursuant to this Contract, then Contractor shall employ such new employees within the State of Connecticut prior to any such employee performing any work pursuant to this Contract.

10. Consumer Data Privacy and Online Monitoring. Pursuant to section 4e-72a of the Connecticut General Statutes, the resulting Contractor shall at all times comply with all applicable provisions of sections 42-515 to 42-525, inclusive, of the Connecticut General Statutes, as the same may be revised or modified.

SECTION III – SCOPE OF WORK

A. DEPARTMENT OVERVIEW

Department of Social Services

The DSS delivers and funds a wide range of programs and services as Connecticut's multi-faceted health and human services agency. The DSS serves about 1 million residents of all ages in all 169 Connecticut cities and towns. We support the basic needs of children, families, older and other adults, including persons with disabilities. Services are delivered through 12 service centers, central administration, and online and phone access options. With service partners, DSS:

- provides federal/state food and economic aid, health care coverage, independent living and home care, social work, child support, home-heating aid, protective services for older adults, and more vital service areas.
- supports the health of nearly 850,000 residents through HUSKY Health (Medicaid & Children's Health Insurance Program), including medical, dental, behavioral health, prescription medications, long-term services and supports.
- helps nearly 370,000 residents afford food and supports Connecticut's economy with federally funded Supplemental Nutritional Assistance Program (SNAP).
- has 1,700 dedicated staff led by Commissioner Andrea Barton Reeves.

DSS Vision

We envision a Connecticut where all are healthy, secure, and thriving.

DSS Mission

To make a positive impact on the health and well-being of Connecticut's individuals, families, and communities.

DSS Values

- Pride in Public Service
- Excellence and Integrity
- Compassion and Empathy
- Equity and Inclusion
- Racial Justice
- Collaboration and Communication Learning and Innovation

B. PROGRAM OVERVIEW

The LEP-BSS Program ("Program") shall provide assistance to persons with LEP who are aged 18 or older, have at least one (1) education or employment barrier to

self-sufficiency, and have a verified gross income level at or below 60% of the CT State Median Income. The Program shall use State funds to support education and employment activities and services to reduce barriers to self-sufficiency, including, denial of needed benefits and/or services, delay in service delivery, and incorrect and/or inadequate services. Successful Applicant(s) shall strive to provide services in a person-centered and culturally and linguistically competent manner to enhance the well-being of individuals, families and communities served.

C. AVAILABLE FUNDING

The estimated funding available through this RFA is \$3,210,945.00 as follows:

Term: 10/01/2025 – 6/30/2028	Estimated Available funding (statewide or Regions)	
For the Period	Statewide	Amount Per Region
10/01/2025 – 06/30/2026	\$1,070,315.00	\$214,063.00
07/01/2026 – 06/30/2027	\$1,070,315.00	\$214,063.00
07/01/2027 – 06/30/2028	\$1,070,315.00	\$214,063.00

The narrative must estimate the number of unduplicated clients, annually, who would benefit if the Department awarded the applicant organization with the funds requested in the application.

D. SCOPE OF WORK

1. Program Responsibilities. Program Responsibilities shall include, but are not limited to, the following:
 - a) Outline a scope of work specific to the needs of the LEP community in the proposed service Region.
 - b) Maintain records of LEP individuals served, including:
 - i. the primary language spoken;
 - ii. the type of language assistance provided (oral or written);
 - iii. the identified barrier(s); and
 - iv. any services/activities provided to obtain self-sufficiency status.
 - c) Employ bilingual staff members who communicate in the primary language spoken by LEP individuals, or who serve as interpreters or translators. Staff shall be assessed and receive regular training on proper interpreting and translation techniques, ethics, specialized terminology, and other topics as needed to remove barriers for LEP individuals.

- d) Utilize an assessment tool that identifies the LEP barrier(s), and any supplemental barrier or condition that impacts the participant's ability to be self-sufficient, and links employment and education activities and supports that the LEP- BSS program shall provide that are not currently available through federal, state, or local resources.
 - e) Utilize an outcome-based performance measurement system to assess barriers, identify objectives and milestones, track performance, and compile reports of successes and barriers to completion. *Noteworthy: Reporting only inputs and services will not be compliant with the outcome-based performance measurement system requirement.
 - f) Support LEP-BSS program evaluation by providing any data and reports requested by the Department or their designated agent.
2. Services and Activities. The following services and activities are eligible under the LEP-BSS program and at least one **must** be provided to the participant to address a BSS:
- a) Education and Training Services are services provided to improve knowledge of daily living skills and to enhance cultural opportunities for the target population(s). Services under this category shall include, by are not limited to, literacy education, English as a Second Language ("ESL"), General Educational Development ("GED"), and vocational training. Component services or activities shall include but are not limited to: screening; assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; transportation; and referral to community resources.
 - b) Employment Services are services or activities provided to assist clients in securing employment or acquiring learning skills that promote opportunities in employment. Component services or activities shall include, but are not limited to: employment screening, assessment, or testing; structured job skills and job seeking skills; special training and tutoring; including literacy training and pre-vocational training' career counseling job search; provision of books, supplies, and instructional material; counseling; transportation; and referral to community resources.
 - c) English Language Classes include coursework for adults to gain English language reading, writing, speaking, and listening skill development.
 - d) Basic Education and Skills Classes provide coursework that helps adults increase basic skills in subjects such as, literacy math, English language proficiency, problem-solving, civics, and workforce readiness. These classes may prepare adults to obtain a GED or high school equivalency and can serve as prerequisites for secondary education coursework.

- e) Financial Literacy Education provides opportunities for adults to learn financial skills such as budgeting, debt reduction, and savings plans. This training is provided in addition to other educational opportunities.
 - f) Literacy Classes include coursework that provides opportunities for adults to gain reading and writing competency.
3. Program Goals and Outcome Measures. Examples of acceptable Primary goals and outcomes include, but are not limited to:
- a) Education Goals:
 - i. Demonstrate an improved employment situation by completing the ESL or English Language Classes certification course.
 - ii. Demonstrate measurable improvement in Adult Literacy.
 - iii. Demonstrate measurable improvement in English comprehension and communication.
 - iv. Demonstrate completion of High School Equivalency Classes.
 - v. Demonstrate completion of Basic Education Classes.
 - vi. Demonstrate completion of Financial Literacy Classes.
 - vii. Demonstrate completion of post-secondary education preparation classes or workshops.
 - b) Educational Outcomes:
 - i. The number of individuals who **obtained** a high school diploma and/or obtained an equivalency certificate or diploma.
 - ii. The number of individuals who **obtained** a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.
 - iii. The number of individuals who **obtained** an associate's degree.
 - iv. The number of individuals who demonstrated **improved** basic education.
 - c) Employment Goals:
 - i. Clients in the Program seeking career counseling services demonstrate participation in the activity.
 - ii. Clients in the Program seeking job search services demonstrate participation in the activity.
 - iii. Clients in the Program seeking resume development services demonstrate participation in the activity.
 - d) Employment Outcomes:

- i. The number of unemployed adults seeking employment **obtained** employment.
 - ii. The number of unemployed adults who **obtained** and maintained employment for at least ninety (90) days.
 - iii. The number of unemployed adults who **obtained** and maintained employment for at least one hundred eighty (180) days.
 - iv. The number of employed program participants in a career advancement related program who entered or transitioned into a position that provided increased income and/or benefits.
- e) **Basic Needs Goal:**
- i. Clients have basic needs satisfied to sustain adequate life-functions.
- f) **Basic Needs Outcomes:**
- i. The number of clients who have successfully **obtained** food, clothing, fuel assistance, shelter and other basic needs.
 - ii. The number of individuals who were **deemed eligible** for public assistance benefits (cash, medical, or food or all).
 - iii. The number of individuals who achieved and **maintained** capacity to meet basic needs for ninety (90) days.
 - iv. The number of individuals who achieved and **maintained** capacity to meet basic needs for one hundred and eighty (180) days.

SECTION IV - REQUIRED APPLICATION SUBMISSION OUTLINE & REQUIREMENTS

A. Cover Sheet

See RFA Section I.D.2 for information.

B. Table of Contents

See RFA Section I.D.3 for information.

C. Claim of Exemption from Disclosure

See RFA Section I.C.11 for information.

D. Conflict of Interest - Disclosure Statement

See RFA Section I.C.12 for information.

E. Executive Summary

See RFA Section I.D.4 for information.

F. Terms and Conditions Declaration

The respondent must state that they can comply and are willing to enter into an agreement under the Terms and Conditions referenced by this RFA.

Any proposed changes to the Terms and Conditions must be specific and described here for them to be considered during contract negotiations. The State will not accept broad or open-ended statements. It should be noted that if the State determines the proposed changes to be material, it can deem an application to be non-compliant and therefore not evaluate it further.

G. Minimum Qualifications of Respondents

The purpose of this subsection is to validate that the respondent meets the minimum criteria for a respondent as per Section I. C. 6. The Applicant should list each requirement from Section I. C. 6 and attest their compliance or otherwise and then provide the Department with a way to verify the information, e.g., list projects with references, link to published records to confirm experience.

H. Forms

- **Attachments/Exhibits**
- The applicant must include three (3) letters of reference, as Appendix 1. The letters of reference must be from persons able to provide adequate information about the Respondent's qualifications. References must include their name, mailing

address, telephone number, and e-mail address. If during the past five (5) years the Respondent has directly or indirectly through a subcontract, performed services for or through a contract with the Department, the Respondent must include a Department's reference.

- **Addendum Acknowledgement(s) (if applicable)**
An addendum acknowledgement form is included with each posted addendum.
- **Statement of Certification and Assurance (see hyperlink [Certification and Assurance](#))**

I. Main Application Submission Requirements To Submit A Responsive Application

Numbering of Responses. The Respondent must answer all questions and must include all items requested in the order requested for the Application to be considered responsive. Please number each response so that it corresponds to the question number. The response must begin with a restatement of the question followed by the Respondent's response. A reference to another section will not suffice, instead, each answer must stand alone.

Attachments. Attachments must be labeled and tabbed and the question number to which it responds must be indicated.

- 1. The Organization:** To be considered responsive, an application must include:
 - a) The identification and location of the applicant organization (name, address, FEIN number, contact person and contact information including phone and email address);
 - b) If applicable, the identification and location of any collaborating or partnering organization (name, address, FEIN number, contact person and contact information including phone and email address);
 - c) Proof of Connecticut 501(c)(3) nonprofit corporation or partnership structure;
 - d) Last-due annual reports filed with the Connecticut Secretary of State. The submission demonstrates that the corporation is in good standing;
 - e) Geographically located in one of the identified Regions;
 - f) Experience providing services designed to assist persons with LEP **as well as** education and employment services to address barriers to self-sufficiency; and
 - g) Fiscally solvent, which means, the Applicant's current operating capacity covers two (2) months of resources to cover any possible delay in request for or issuance of payment on the part of the Contractor or the Department.
- 2. Staffing and Supervision:** To be considered responsive, an application must include:
 - a) A clear description of the roles and responsibilities of the Applicant's staff, including any proposed collaborating or partner agencies that will implement the project if the funds are awarded;

- b) A designation of the Applicant's staff identified in B.1. above that are considered by the Applicant to be "key personnel". For purposes of this RFA "key personnel" are those of the Applicant's staff that the Applicant considers necessary to achieve each of the proposed project's objectives;
- c) A resume, curriculum vitae or biography for each of the designated key personnel;
- d) The identification of the position(s) within the Applicant's organization that would have day-to-day responsibility for leadership of each proposed project and the key tasks associated with implementation of each of the proposed project's activities; and
- e) If the positions identified in B4 above are filled, a resume, curriculum vitae or biography of the staff person in the position. If the position is vacant, a description of the job responsibilities and the plan to recruit and hire for the position.

3. Project Summary: A responsive application must demonstrate how the funding, if awarded, would be used by the Applicant for each proposed project and describe how each proposed project will result in improvements in access and quality of care of LEP persons.

To be considered responsive, an application must include a Project Summary, limited to two (2) pages in length for each proposed project, that:

- a) Clearly and concisely sets for the organization's goals and objectives for participating in the RFA process and the amount of funds being requested. Based upon gaps in service, maximum awards can range from \$642,189 to \$3,210,945;
- b) Clearly acknowledges that organization's understanding that the funds awarded through this process will be available for SFY 2026. Funding commitments after SFY 2027 are contingent on availability of appropriated funds.
- c) Clearly acknowledges that the funds shall only be used for LEP-BSS initiatives and in alignment with the [Office of Policy and Management Cost Account Standards for the Purchase of Service.](#)

4. Narrative Description for Each Proposed Project(s): To be considered responsive, an application must include for each project proposed a narrative addressing the following

- a) A description of how the proposed use of the funds will assist in the LEP-BSS and an estimate of the number of unduplicated clients who would benefit if the Department approved the project. Also, please describe applicant organization's targeting and gap identification activities. Analysis data sets to support estimates.
- b) Identify the proposed Region where services will be provided and languages spoken by the target LEP population. Noteworthy: Respondents are able to submit multiple submissions, but each submit must be specific to one of the five identified regions.

- c) A description of the outcome-based performance measurement system which shall assess barriers, identify objectives, milestones, track performance, and report successes and barriers to completion.
- d) A narrative description of an assessment tool that first identifies the LEP barrier; as well as a supplemental barrier or condition that impacts the participants' ability to be self-sufficient through the provision of employment and education activities and supports.
- e) A narrative description of the applicant organization's culturally and linguistically component service delivery model and communication methods.

5. Work Plan for the Proposed Project(s): To be considered responsive, an application must include a clear and descriptive work plan for each proposed project that:

- a) Provides a detailed action plan that will identify start up activities, outreach plan, staffing plan, and service delivery model;
- b) Explains how your performance tracking system will document unduplicated client services. If system upgrades are required, please describe the required upgrades and their importance to service delivery;
- c) Explains how the purchases or expenditures will achieve the goal(s) of the project; and
- d) If the applicant organization has stated in its Executive Summary that they will be partnering or collaborating with another entity, includes a letter from the collaborating or partner entity which states their intention to work with the applicant organization and a description of their role in each proposed project.
- e) Provides a clear description of the approach and method(s) that the applicant organization will utilize to evaluate the applicant organization's progress towards achieving the project's goals and objectives.

6. Financial Requirements (No page limitations)

a) Audited Financial Statements

Submit one (1) copy of the Respondent's two (2) most recent annual financial statements prepared by an independent Certified Public Accountant and reviewed or audited in accordance with Generally Accepted Accounting Principles ("GAAP"). The copies shall include all applicable financial statements, auditor's reports, management letters, and any corresponding reissued components. If audited financial statements for each of the last two fiscal years are not available, the Respondent shall provide comparable statements that will document the financial stability of the Respondent and include an explanation of the submission of documents other than audited financial statements.

b) Financial Policies and Procedures

Include Respondent's financial policies and procedures. All State agencies entering contracts, grants, or other agreements with organizations that receive funding from the State of Connecticut must implement the provisions of cost standards. More information about the cost standards is available on OPM's web

site: Cost Standards. The Respondent's Cost Allocation Plan, as specified in the Cost Standards, should be included in the Financial Policies and Procedures.

c) Financial Capacity

Describe the Respondent's financial capacity to properly isolate contract-related income and expenditures. Discuss the internal controls used to ensure that a thorough record of expenditure can be provided for purposes of an audit.

Note: The Department reserves the right to reject the application of any Applicant that is not financially viable based on the DSS' Quality Assurance Division assessment of the Applicant's financial documents.

d) Cost Application

i. Budget

To submit a responsive application, the Respondent must complete and include the [LEP BSS Budget Template](#), embedded as a hyperlink. To complete the LEP BSS Budget Template, the Respondent must refer to the LEP BSS Budget Template and to the requirements' submission below.

The Respondent shall provide an annual line-item budget for a three (3) year contract term, defined as the contract period beginning 10/01/2025 through 6/30/2028. The Respondent shall also provide a budget for the option of two (2) one (1) year extensions at the discretion of the Department using the budget form [LEP BSS Budget Template](#) embedded as a hyperlink. The budget will provide:

- a) The cost of each contract year:
 - o Year 1: 10/01/2025 – 6/30/2026
 - o Year 2: 7/01/2026 – 6/30/2027
 - o Year 3: 7/01/2027 – 6/30/2028
- b) Annual cost for each of two additional contract years (\$1,070,315 and \$1,070,315); and
- c) Grand total cost for the three (3) year contract period 10/01/2025 – 6/30/2028)

The budget period(s) shall include line items for all expenses to be incurred through the delivery of services.

The Respondent's total administration costs shall not exceed 15 percent of the total funding request per contract year and the total anticipated contract period. Noteworthy: The State is not required to honor an entity's federally approved indirect cost rate as these are State resources. In addition, the Contractor's total administration costs shall not exceed 15 percent of the quarterly expenditures reported. The remaining balance of the total funding request shall be for the activities required by this RFA.

ii. Budget narrative

The Budget narrative shall describe how the funds shall be spent and detail each line-item budget including, but not limited to a brief explanation of each

staff position, the number of hours worked and hourly rates. Note: If subcontractors are used, provide the above narratives for each subcontractor.