

**PROCUREMENT NOTICE**

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Department of Public Health  
Public Health Initiatives Branch  
Family Health Section  
School Based Health Centers Program

**LEGAL NOTICE**

Request for Proposal (RFP)  
RFP # 2013-0904 - School Based Health Centers

The State of Connecticut, Department of Public Health (DPH or the Department), is seeking proposals to provide coordinated, culturally sensitive, developmentally appropriate, school based health center (SBHC) services that include: outreach, primary care, mental/behavioral health, dental health care and health promotion/education at twenty schools within Alliance Districts. Services are expected to begin on or before May 1, 2013. Proposals may include establishment of new clinical sites or significant expansion of services in existing sites. A total of up to \$822,831 in state funding is expected to be available to support this project. Funding will be for a three and a half year period beginning approximately May 1, 2013 through June 30, 2016, **subject to the availability of funds** and satisfactory program performance.

The intent of the request is to establish SBHC services at twenty sites located in schools within Alliance Districts as defined by the State Department of Education. Proposals may also significantly expand services within existing sites that are located within Alliance School Districts. Proposals are to include up to two sites within a single district. Priority will be given to schools within districts where there is not an existing state funded SBHC, schools within Reform Districts, and the lowest performing schools.

The Request for Proposals is available in electronic format on the State Contracting Portal at [http://www.das.state.ct.us/Purchase/Portal/Portal\\_Home.asp](http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp) or from the Department's Official Contact:

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The RFP is also available on the Department's website at <http://www.ct.gov/dph/rfp> (Request for Proposals). A printed copy of the RFP can be obtained from the Official Contact upon request.

**Deadline for submission of proposals is March 18, 2013.**

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## I. GENERAL INFORMATION

*This section of the RFP provides general information about the Department's procurement and, most importantly, gives instructions to proposers and prospective proposers about how to comply with the RFP process and how to submit an acceptable proposal for review. Failure to comply with the RFP process or instructions may deem a proposal non-responsive and subject to rejection without further consideration.*

### A. INTRODUCTION

#### 1. RFP # 2013-0904 - School Based Health Centers

#### 2. Summary.

The State of Connecticut, Department of Public Health (DPH or the Department), is seeking proposals to provide coordinated, culturally sensitive, developmentally appropriate, school based health center (SBHC) services that include: outreach, primary care, mental/behavioral health, dental health care and health promotion/education at twenty schools within Alliance Districts. Services are expected to begin on or before May 1, 2013. Proposals may include establishment of new clinical sites or significant expansion of services in existing sites. A total of up to \$822,831 in state funding is expected to be available to support this project. Funding will be for a three and a half year period beginning approximately May 1, 2013 through June 30, 2016, **subject to the availability of funds** and satisfactory program performance.

The purpose of this RFP is to establish SBHC services at twenty schools within Alliance Districts as defined by the State Department of Education. Proposals may also significantly expand services at existing sites that are located within Alliance Districts. Proposals are to include up to two sites within a single district. Priority will be given to schools within districts where there is not an existing state funded SBHC, schools within Reform Districts, and the lowest performing schools.

#### 3. Synopsis.

Significant expansion of services within existing sites is defined as the addition of primary care, dental, or behavioral health services in a state funded SBHC where such services do not currently exist. Significant expansion is also defined as an increase in existing services through the addition of at least a .50 full time equivalent (17.5 hours per week) clinician (P.A., APRN, LCSW, Nutritionist, or equivalent professional), or the expansion of clinical hours of operation of a minimum of 10 hours per week throughout the school year, or the expansion of hours of operation to include summer hours or beyond the current operations calendar by a minimum of four weeks per year. Services will be integrated within the existing state funded SBHC program. The financial competitiveness of proposals will be determined by hours of operation and budgets submitted.

Alliance Districts include: Ansonia, Bloomfield, Bridgeport, Bristol, Danbury, Derby, East Hartford, East Haven, East Windsor, Hamden, Hartford, Killingly, Manchester, Meriden, Middletown, Naugatuck, New Britain, New Haven, New London, Norwalk, Norwich, Putnam, Stamford, Vernon, Waterbury, West Haven, Winchester, Windham, Windsor, and Windsor Locks.

Alliance Districts where there is not an existing state funded SBHC include: Bristol, Derby, East Haven, East Windsor, Killingly, Manchester, Naugatuck, Putnam, Vernon, West Haven, Winchester, Windsor, and Windsor Locks.

**Funding Restrictions:** Funds are for SBHC services and may be used for personnel, fringe benefits, staff travel, contractual services, and other direct and indirect costs associated with the operations of the SBHC and allowed in the budget. Other examples of allowable costs include purchase of SBHC equipment or supplies.

Funds cannot be used to pay for or replace school personnel (such as school nurses, counselors, social workers), capital improvement projects, or vehicles.

**4. Commodity Codes.** The services that the Department wishes to procure through this RFP are as follows:

- 0098: Medical Services or Medical Testing Services
- 0600: Services (Professional, Support, Consulting and Misc. Services)
- 1000: Healthcare Services
- 2000: Community and Social Services
- 3000: Education and Training

**B. ABBREVIATIONS / ACRONYMS / DEFINITIONS**

BFO    Best and Final Offer  
C.G.S.   Connecticut General Statutes  
CHRO   Commission on Human Rights and Opportunity (CT)  
CT    Connecticut  
DAS    Department of Administrative Services (CT)  
DPH    Department of Public Health (CT)  
FOIA   Freedom of Information Act (CT)  
IRS    Internal Revenue Service (US)  
LOI    Letter of Intent  
OAG    Office of the Attorney General  
OPM    Office of Policy and Management (CT)  
OSC    Office of the State Comptroller (CT)  
POS    Purchase of Service  
P.A.    Public Act (CT)  
RFP    Request for Proposal  
SDE    State Department of Education (CT)  
SEEC   State Elections Enforcement Commission (CT)  
U.S.    United States

- *contractor:* a private provider organization, CT State agency, or municipality that enters into a POS contract with the Department as a result of this RFP
- *proposer or applicant:* a private provider organization, CT State agency, or municipality that has submitted a proposal to the Department in response to this RFP.
- *prospective proposer:* a private provider organization, CT State agency, or municipality that may submit a proposal to the Department in response to this RFP, but has not yet done so
- *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 Department as a result of this RFP

**C. INSTRUCTIONS**

**1. Official Contact.** The Department has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Proposers, prospective proposers, 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 RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name:    Gary St. Amand  
Address:   Department of Public Health, Family Health Section  
              410 Capitol Avenue, MS#11MAT, P.O. Box 340308

Hartford, CT 06134-0308  
 Phone: (860) 509-8134 Fax: (860) 509-7853  
 E-mail: gary.stamand@ct.gov

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

**2. RFP Information.** The RFP, amendments to the RFP, 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 RFP Web Page <http://www.ct.gov/dph/rfp>
- State Contracting Portal <http://das.ct.gov/cr1.aspx?page=12>

It is strongly recommended that any proposer or prospective proposer interested in this procurement subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing procurements and 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 RFP.

Printed copies of all documents are also available from the Official Contact upon request.

**3. Contract Awards. The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Department.** The Department anticipates the following:

- Total Funding Available: \$822,831
- Awards will not exceed \$61,901 per site for first year and \$123,803 per site for subsequent years
- Awards will not exceed \$61,901 per year per existing DPH-funded SBHC seeking to expand services.
- Awards will not exceed \$123,803 per year for new sites.
- Number of Awards: 20 within Allied school districts.
- Contract Cost: To be negotiated with successful proposers
- Contract Term: See below

<b>Funding Period</b>	<b>May 1, 2013 - June 30, 2013</b>	<b>July 1, 2013 – June 30, 2014</b>	<b>July 1, 2014 - June 30, 2015</b>	<b>July 1, 2015 -June 30, 2016</b>
Alliance District Schools Funding	\$822,831	\$2,476,060	\$2,476,060	\$2,476,060
<b>Total</b>	<b>\$822,831</b>	<b>\$2,476,060</b>	<b>\$2,476,060</b>	<b>\$2,476,060</b>

**4. Eligibility.** Applications will be accepted from public and private organizations, community-based agencies and individuals. All schools proposed as part of the project must be within Alliance Districts as identified by the State Department of Education. Priority will be given to SBHCs proposed for schools within Alliance Districts where there are no school based health centers; and further priority will be given to schools within Reform Districts and are in need of most support. Applicants may submit proposals inclusive of one up to twenty schools. Existing school based health centers that are not currently receiving state SBHC funding are not eligible.

Applicants must have a Connecticut address and must conduct business at a physical location in Connecticut before the contract is awarded.

**5. Minimum Qualifications of Proposers.** To qualify for a contract award, a proposer must have the following minimum qualifications:

- Current licensing capability or ability to obtain licensure as an outpatient or hospital satellite clinic.

**6. Procurement Schedule.** See below. Dates after the due date for proposals (“Proposals Due”) are target dates only (\*). The Department may amend the schedule, as needed. Any change will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and, if available, the Department’s RFP Web Page.

- RFP Planning Start Date: August 1, 2012
- RFP Released: January 24, 2013
- Letter of Intent Due: February 13, 2013
- Deadline for Questions: February 15, 2013
- Answers Released: February 22, 2013
- RFP Conference: Not Applicable
- Proposals Due: March 18, 2013
- (\*) Proposer Selection: April 8, 2013
- (\*) Start of Contract Negotiations: April 8, 2013
- (\*) Start of Contract: May 1, 2013

**7. Letter of Intent.** A Letter of Intent (LOI) is recommended, not required by this RFP. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by U.S. mail, fax, or e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number, fax number, and e-mail address. It is the sender’s responsibility to confirm the Department’s receipt of the LOI.

**8. Inquiry Procedures.** All questions regarding this RFP or the Department’s procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Procurement Schedule. Questions submitted via e-mail must indicate in the e-mail subject line: RFP 2013-0904. 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 RFP 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 amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such. The agency will release the answers to questions on the date established in the Procurement Schedule. The Department will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Department’s RFP Web Page. At its discretion, the Department may distribute any amendments to this RFP to prospective proposers who submitted a Letter of Intent.

**9. RFP Conference.** An RFP conference will not be held to answer questions from prospective proposers.

**10. Proposal Due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time:

- Due Date: March 18, 2013
- Time: 3:00 p.m.

Faxed or e-mailed proposals will not be evaluated. When hand-delivering proposals by courier or in person, allow extra time due to building security procedures. The Department will not accept a postmark date as the basis for meeting the submission due date and time. Proposals received after the due date and time may be accepted by DPH as a clerical function, but late proposals will not be

evaluated. At the discretion of the Department, late proposals may be destroyed or retained for pick up by the submitters.

An acceptable submission must include the following:

- One (1) original unbound proposal (marked as original);
- Five (5) conforming unbound copies (marked as copy) of the original proposal; and
- One (1) conforming electronic copy of the original proposal.

**The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned proposals will not be evaluated.** The original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

The electronic copy of the proposal must be compatible with **Microsoft Office Word 2010**. For the electronic copy, required forms and appendices may be scanned and submitted in Portable Document Format (PDF) or similar file format.

**11. Multiple Proposals.** The submission of multiple proposals is not an option with this procurement.

**12. Declaration of Confidential Information.** Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL. In Section IV. C of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

**13. Conflict of Interest - Disclosure Statement. Proposers must include a disclosure statement concerning any current business relationships (within the last 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 proposer 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 proposer 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 proposer 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 proposer must affirm such in the disclosure statement. Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."**

**D. PROPOSAL FORMAT**

**1. Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.

**2. Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must complete and use the Cover Sheet form provided by DPH in Section V. A. 1. Attachments.

*Legal Name* is defined as the name of private provider organization, CT State agency, or municipality submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal.

*Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

**3. Table of Contents.** All proposals must include a Table of Contents that conforms to the required proposal outline. (See Section IV. Proposal Outline)

**4. Executive Summary.** Proposals must include a high-level summary, not exceeding two (2) pages, of the main proposal and cost proposal.

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

**6. Style Requirements.** Submitted proposals must conform to the following specifications:

- Binding Type: Unbound, but fastened with binder clips
- Dividers: None specified
- Paper Size: 8.5" x 11"
- Page Limit: Refer to (Section III C.)
- Print Style: 2-sided
- Font Size: 12 point type
- Font Type: Easily readable (e.g., Times New Roman, Arial or Verdana)
- Margins: 0.5" top, bottom, left and right margins
- Line Spacing: 1.5 line spacing

**7. Pagination.** The proposer's name (e.g., agency or organization name) must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be clearly and consecutively numbered at the bottom center of each page.

**8. Packaging and Labeling Requirements.** All proposals must be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the proposer must appear in the upper left corner of the envelope or package. The RFP Name or Number must be clearly displayed on the envelope or package.

Any received proposal that does not conform to these packaging or labeling instructions will be opened as general mail. Such a proposal may be accepted by DPH as a clerical function, but it will not be evaluated. At the discretion of the Department, such a proposal may be destroyed or retained for pick up by the submitters.

## E. EVALUATION OF PROPOSALS

- 1. Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, 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).
- 2. Screening Committee.** The Department will designate a Screening Committee to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Screening Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Screening Committee may result in disqualification of the proposer.
- 3. Minimum Submission Requirements.** All proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) follow the required Proposal Outline; and (4) be complete and in compliance with requirements specified in the RFP. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any proposal that deviates significantly from the requirements of this RFP. **In addition, applicants with long-standing significant unresolved issues on current or prior year contracts with the DPH may be removed from consideration for additional funding.**
- 4. Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Screening Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighted according to their relative importance. The weights are disclosed below (Total of 100):

  - Organizational Profile (10)
  - Scope of Services (30)
  - Staffing Plan (15) *see note*
  - Data and Technology (10)
  - Subcontractors (5)
  - Work Plan (5)
  - Financial Profile (5)
  - Budget and Budget Narrative (10)
  - Appendices (10)

Note:

As part of its evaluation of the Staffing Plan, the Screening Committee will consider the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

- 5. Proposer Selection.** Upon completing its evaluation of proposals, the Screening Committee will submit the rankings of all proposals to the Department head. The final selection of a successful proposer is at the discretion of the Department head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Pursuant to Governor M. Jodi Rell's Executive Order No. 3, 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 Department's discretion, about the outcome of the evaluation and proposer selection process.

- 6. Debriefing.** Within ten (10) days of receiving notification from the Department, 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 Department to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Department will schedule and hold the debriefing meeting within fifteen (15) days of the request. The Department 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 Department's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Department head. A proposer may file an appeal at any time after the proposal 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 Department 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 RFP is subject to the Department's contracting procedures, which may include approval by the Office of the Attorney General.

## II. MANDATORY PROVISIONS

*This section of the RFP provides information about the State's mandatory procurement and contracting requirements, including, the standard Purchase of Service contract, proposer assurances, the terms and conditions of this RFP, the rights reserved to the State, and compliance with statutes and regulations. The Department is solely responsible for rendering decisions in matters of interpretation of all mandatory provisions.*

### A. POS STANDARD CONTRACT, PARTS I AND II

*By submitting a proposal in response to this RFP, 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 the Office of Policy and Management (OPM) and includes the mandatory terms and conditions of the POS contract. Part II is available on OPM's website at: [http://www.ct.gov/opm/fin/standard\\_contract](http://www.ct.gov/opm/fin/standard_contract)

Note:

Included in Part II of the standard contract is the State Elections Enforcement Commission's (SEEC) 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 (OPM) and the Attorney General's Office.

### B. ASSURANCES

*By submitting a proposal 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 RFP development process and had no knowledge of the specific contents of the RFP 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 proposal. The proposer also represents and warrants that the submitted proposal 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 RFP. The Department 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 proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal 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 Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal 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 Department may include the proposal, 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 Department for press releases that relate in any manner to this RFP or any resultant contract.

**C. TERMS AND CONDITIONS**

*By submitting a proposal in response to this RFP, 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 Department shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
  
- 3. Exclusion of Taxes.** The Department 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 Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Department may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Department, and at the proposer's expense.
  
- 6. Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Department. The Department may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Department. At its sole discretion, the Department 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 Department, 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 RFP. The Department 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 RFP. At its discretion, the Department may also check or contact any reference provided by the proposer.
- 8. RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department 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 Department 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 Department and, if required, by the Office of the Attorney General.

**D. RIGHTS RESERVED TO THE STATE**

*By submitting a proposal in response to this RFP, 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 RFP shall ultimately be determined by the Department.
- 2. Amending or Canceling RFP.** The Department reserves the right to amend or cancel this RFP on any date and at any time, if the Department deems it to be necessary, appropriate, or otherwise in the best interests of the State.
- 3. No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.
- 4. Award and Rejection of Proposals.** The Department reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
- 5. Sole Property of the State.** All proposals submitted in response to this RFP 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 RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The rights 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 Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from proposers. The Department may set parameters on any BFOs received.
- 7. Clerical Errors in Award.** The Department 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.

- 8. Key Personnel.** When the Department is the sole funder of a purchased service, the Department reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Department also reserves the right to approve replacements for key personnel who have terminated employment. The Department 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 Department.

#### **E. STATUTORY AND REGULATORY COMPLIANCE**

*By submitting a proposal in response to this RFP, 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 proposals 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 through 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to insure 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.** Proposals for State contracts with a value of \$50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall include a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "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 contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's website at [http://www.ct.gov/opm/fin/ethics\\_forms](http://www.ct.gov/opm/fin/ethics_forms)  
IMPORTANT NOTE: A proposer must complete and submit OPM Ethics Form 5 to the Department with the proposal.

- 4. Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If a proposer is awarded an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the proposer must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at [http://www.ct.gov/opm/fin/ethics\\_forms](http://www.ct.gov/opm/fin/ethics_forms)  
IMPORTANT NOTE: The successful proposer must complete and submit OPM Ethics Form 1 to the Department prior to contract execution.
  
- 5. Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a proposer is awarded an opportunity to negotiate a contract, the proposer must provide the Department with *written representation* or *documentation* that certifies the proposer complies with the State's nondiscrimination agreements and warranties. A nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at [http://www.ct.gov/opm/fin/nondiscrim\\_forms](http://www.ct.gov/opm/fin/nondiscrim_forms)  
IMPORTANT NOTE: The successful proposer must complete and submit the appropriate nondiscrimination certification form to the awarding Department prior to contract execution.

### III. PROGRAM INFORMATION

#### A. DEPARTMENT OVERVIEW

The Connecticut Department of Public Health (DPH) is the state's leader in public health policy and advocacy. The agency is the center of a comprehensive network of public health services, and, is a partner to local health departments for which it provides advocacy, training and certification, and technical assistance, consultation and oversight. The agency is a source of accurate, up-to-date health information to the Governor, the Legislature, the federal government and local communities. This information is used to monitor the health status of Connecticut's residents, set health priorities and evaluate the effectiveness of health initiatives. The agency is a regulator focused on health outcomes, maintaining a balance among assuring quality and administrative burden on personnel, facilities and programs regulated. The DPH is a leader on the national scene through direct input to federal agencies and the United States Congress.

The mission of the Connecticut Department of Public Health is:

To protect and improve the health and safety of the people of Connecticut by:

- Assuring the conditions in which people can be healthy;
- Promoting physical and mental health; and
- Preventing disease, injury, and disability.

The State of Connecticut has provided funding for school based health centers since the mid 1980's. The SBHC program is administered by the Connecticut DPH and housed in the Family Health Section. Currently there are eighty-one (81) DPH funded SBHCs located in 20 communities statewide. DPH SBHC staff is responsible for program and contract management, monitoring compliance with contract terms, tracking progress in reaching the goals and objectives of contractor developed quality improvement plans, program development and related activities.

#### **Education Reform Act**

Section 8(b) of Public Act 12-116, ***AN ACT CONCERNING EDUCATIONAL REFORM***, <http://www.cga.ct.gov/2012/ACT/PA/2012PA-00116-R00SB-00458-PA.htm>, requires the Commissioner of Public Health to establish or expand a minimum of twenty school-based health clinics that are located in Alliance Districts for the school year commencing July 1, 2012. The State Fiscal Year Budget 2013 includes \$1,400,000 to support competitive grants for 10 educational reform school districts for the establishment of up to two school based health centers per district. The State Fiscal Year Budget 2013 also includes \$61,901 to fund a SBHC at Pawcatuck Middle School in Stonington for half of the school year.

Significant expansion of services within existing sites is defined as the addition of primary care, dental, or behavioral health services in a state funded SBHC where such services do not currently exist. Significant expansion is also defined as an increase in existing services through the addition of at least a .50 full time equivalent (17.5 hours per week) clinician (P.A., APRN, LCSW, nutritionist, or equivalent professional), or the expansion of hours of operation of at least 8 hours per week throughout the school year, or the expansion of hours of operation to include summer hours or beyond the current operations calendar by a minimum of four weeks per year.

Alliance School Districts include: Ansonia, Bloomfield, Bridgeport, Bristol, Danbury, Derby, East Hartford, East Haven, East Windsor, Hamden, Hartford, Killingly, Manchester, Meriden, Middletown, Naugatuck, New Britain, New Haven, New London, Norwalk, Norwich, Putnam, Stamford, Vernon, Waterbury, West Haven, Winchester, Windham, Windsor, and Windsor Locks.

Alliance School Districts where there is not an existing state funded SBHC include: Bristol, Derby, East Haven, East Windsor, Killingly, Manchester, Naugatuck, Putnam, Vernon, West Haven, Winchester, Windsor, and Windsor Locks.

#### B. PROGRAM OVERVIEW

##### **Description**

SBHCs are comprehensive primary care facilities located in or on the grounds of schools. They are licensed by DPH as outpatient or hospital satellite clinics. SBHCs assure that students, particularly those that are

uninsured and underinsured have access to comprehensive health and preventative services needed to be healthy, in school, and ready to learn. SBHCs help schools do their job of educating by improving the health and well-being of students and addressing the health issues that interfere with learning. Services are provided free of charge. Parent/guardian permission is required for enrollment.

**Population Served and Locations**

DPH funded SBHCs serve students Pre K-12. They are located in elementary, middle and high schools as well as in combination schools where two schools are located in one facility (elementary and middle school or middle and high school). SBHCs are the result of partnerships between the schools in which they are located the sponsoring agency and the community.

**Administration**

DPH contracts with a variety of sponsoring entities including: community health centers, hospitals, municipalities, boards of education and regional education councils, local health departments, and non-profit community based organizations.

**Staffing**

SBHC services are provided under the clinical direction of a medical director/designated physician with knowledge of community and school health and health promotion and disease prevention for pediatric populations. SBHC sites are staffed by interdisciplinary teams of professionals with expertise in child and adolescent health. Staffing at DPH funded sites includes at a minimum, an advanced practice registered nurse (APRN), physician assistant (PA) and social worker or equivalent mental health clinicians. Services provided are dependent upon the needs of students served and available resources. If dental services are provided, the staff would also include appropriate dental providers. Some sites employ additional health or allied health professionals such as: medical assistants, outreach workers, nutritionist and/support personnel.

**Outreach**

Getting the word out about the SBHC and SBHC services is essential to reaching students in need. Typical outreach activities include, but are not limited to: SBHC orientations for students/parents/teachers and school staff, classroom presentations to Parent Teacher Organization (PTO) meetings, open houses, mass mailings, articles in the paper, webpages and social media. SBHC staff members also identify and work with families that may be eligible for state insurance coverage but are not enrolled. SBHC staff integrates themselves into the mainstream of school life through participation in school wide activities, classroom presentations, and related activities.

**Services**

SBHCs provide outreach, primary care, mental/behavioral health services and health promotion/education/ risk reduction activities. These services are available to students free of charges and regardless of insurance status. Primary care and mental/behavioral services are provided in accordance with nationally recognized standards.

Referrals to the SBHC come from numerous sources including, but not limited to: parents/guardians, school nurses, student support personnel (social workers, psychologists, guidance counselors) teachers, administrators and other school staff, outside entities such as the Department of Children and Families (DCF) and the Court Support Services Division of the Judicial Branch.

Primary care services include, but are not limited to: health assessments, including comprehensive physical exams, health screenings and risk appraisals, individual and group health counseling, diagnosis and treatment of acute illness and injury, management and monitoring of chronic diseases including, but not limited to asthma, obesity and diabetes, administering immunizations, providing reproductive health care as appropriate, laboratory testing and prescribing and administering medications, follow-up and referral to community based health providers or medical home for needed services outside the scope of SBHC practice.

Mental/behavioral health services include, but are not limited to: assessment, diagnosis and treatment of psychological, social and emotional problems, crisis intervention, individual/group/family counseling, psycho social education, advocacy and case management, outreach to students at risk and referral to community based providers/organizations to address needs outside the scope of SBHC practice.

Dental services include, but are not limited to: examinations and risk assessments; treatment planning; prophylaxis; fluoride applications; X-rays; extractions; emergency/restorative treatment; oral health education and referral to community based dental providers for services that are beyond the scope of the SBHC.

Health promotion/education activities on topics pertinent to the population served. Examples include injury and violence prevention, Internet safety, nutrition and physical activity, healthy relationships, teen pregnancy and Sexually Transmitted Diseases (STD).

SBHC staff is cognizant of the importance of family involvement and engage parents/guardians to the greatest extent possible.

**Collaborations**

SBHC staff work collaboratively with superintendents, principals, school nurses, student support staff (social workers, psychologist and guidance counselors), teachers, school personnel, and families to identify students at risk, address the service needs of the student and family, and ensure a coordinated approach. SBHC professionals also establish and maintain relationships with community based providers and organizations. Successful applicants are expected to participate in community based collaboratives, and to collaborate with contractors from other school based health centers, as well as, contractors operating under other programs administered through the Department of Public Health, the Department of Social Services, and other departments of the state of Connecticut as appropriate. Successful applicants are expected to participate in conference calls and quarterly meetings with DPH and other DPH SBHC Program funded School Base Health Center staff for the purposes of fostering communication, mutual support and mentorship, and the provision of technical assistance

**SBHC Advisory**

SBHC contractors maintain an independent community-based SBHC advisory body that meets a minimum of twice a year for the purpose of strengthening interagency coordination, community support and program enhancement.

**SBHC Policy and Procedure Manual**

SBHC contractors are required to keep an on-site SBHC Policy and Procedure Manual that is routinely updated.

**Funding**

SBHC activities are supported through a mix of funding sources including state, federal, local and private dollars. Successful applicants are expected to have a sustainability plan in place with a strategy leading to the eventual development of self- sustaining sources of income or funding.

**Results Based Accountability**

The State of Connecticut has adopted a Results Based Accountability (RBA) approach to evaluating state funded programs. The Connecticut General Assembly Legislative Program Review and Investigations Committee released a report entitled, "Adolescent Health in Connecticut: RBA Project 2011." Although the title refers to adolescents, the resulting recommendations are applicable to all students regardless of age and grade.

[http://www.cga.ct.gov/pri/docs/2011/Adol\\_Health\\_Staff\\_Findings\\_Part\\_I\\_Population\\_Results.PDF](http://www.cga.ct.gov/pri/docs/2011/Adol_Health_Staff_Findings_Part_I_Population_Results.PDF) At a minimum, prospective grantees must demonstrate student health care needs at the school site and the necessity of state funds to support the SBHC at that site.

**Data Collection and Reporting**

The 2010 Access database –provided and required by the Department –is intended for collection of data including data for use in a Results Based Accountability report card to be submitted for each school base health center site by the contracting SBHC agencies. The database also supports collection of data useful in establishing the need for services in specific school sites and DPH required reporting. Goals and standards have been established to evaluate school based performance and the Access database will be used to report on relevant criteria. Established criteria consist of minimum standards and measurable

outcomes regarding access and utilization of the school based health center site, utilization of primary care and preventative health services, increase in access to mental health services, reduction in the occurrence of vaccine preventable disease among SBHC enrollees, reduction in the proportion of SBHC enrollees with obesity, successful management of SBHC enrollees with asthma, and where appropriate standards related to the utilization of and specific outcomes for dental health and reproductive health services.

**Deliverables**

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

Development of these deliverables must be included as objectives in the project work plan described in Section III of this RFP (work plan forms are included in Section V Attachments). A payment schedule will be negotiated based upon the following deliverables:

1. A fully executed contract with signatures from the appropriate authorized persons from the Connecticut Department of Public Health and the contractor's authorized official.
2. All required reporting documents: quarterly progress and expenditure reports, budget revisions, and annual reports.
3. A letter of assurance or subcontract with a community-based provider stating their agreement to provide patient coverage and back up when the SBHC is not in operation. (Written agreements for provision of after-hours care and care during the summer and other vacation periods must be submitted annually.)
4. Timely reporting of all contractual reporting documents.
5. Evidence of meeting all contractual agreements under this contract.

**C. MAIN PROPOSAL COMPONENTS**

**1. Applicant Organizational Requirements and Profile** (Two Page limit):

*The purpose of this subsection is to state the organizational requirements (beyond eligibility and minimum requirements) for applicants and to offer guidance in providing the necessary information about the proposer's administrative and operational capabilities.*

Provide a brief description of your organization as follows:

- a. Describe how the SBHC fits into the mission of your organization.
- b. Describe your experience providing like services (medical, mental health and oral health services) with similar mission to children and adolescents over the past three years.
- c. Describe your experience managing and supervising staff in multiple clinical locations.
- d. Describe your experience providing preventive services (e.g., nutrition, substance abuse, domestic violence, teen pregnancy prevention, etc.) to individuals and groups.
- e. Describe your capacity to provide interpretation in the context of clinical care as part of core SBHC services. It is expected that some SBHC staff members will be bilingual.
- f. Describe your organization's experience with your community and in collaborative projects in the cities/towns in which you serve. Include your plans to collaborate with other agencies and/or subcontractors to provide comprehensive services.
- g. Include letters of support, access, collaboration, and commitment documenting evidence of community and administrative support.
- h. Provide data as evidence to demonstrate the community need for services.
- i. Describe how the proposal will provide services within Alliance School Districts, within Reform Districts, within Alliance Districts where there are currently no state funded SBHCs, and for the schools in greatest need of support.
- j. Complete Cover Sheet and Application Form.

**2. Service Requirements – Scope of Services**

**a. Service/Program Coordination** (Three page limit per site)

Types of services offered and hours of operation may vary by site. The plan for services should address the cultural, linguistic, and ethnic needs of the targeted population. The applicant must describe the level of services to be offered at each site and address the following areas:

1. Hours of operation proposed for each site.
2. The proposal should include the capacity to ensure services are available during the summer for children in need of services.
3. Proposals should include service models that include the delivery of primary care, mental health and preventive dental health services at each site. Please refer to Section IV Attachments Staffing Guidelines for reference.
4. Describe how you will coordinate SBHC activities with other school health programs, including other health and support services for students.
5. Describe how you will coordinate with the school nurse, school health coordinator and/or other school personnel (such as social workers, school psychologist or counselors).
6. To support student's capacity for academic success, describe the standardized tool to screen for risk factors and, for students identified as at high risk academic failure, the implementation of targeted interventions and coordinated treatment strategies that support school success. Multidisciplinary strategies to eliminate barriers to learning may include: standardized behavioral and health risk assessment; mental and behavioral health interventions, including both individual and group therapeutic models; medical evaluation and intervention; facilitating on-going peer support groups; facilitating communication on students' behalf within school communities; linkages and coordination with community organizations; referral to substance abuse services; and linkage to tutoring and academic support.

**b. Quality Assurance Plan** (Three page limit)

Describe your organization's plan to measure and improve quality, addressing the outcomes of services to be provided, including benchmarks for participation and outreach. The plan should include, but not be limited to, addressing faculty, student and parental satisfaction, adherence to best practice standards in all clinical disciplines and reflect opportunities for improvement. The plan should also reflect actions taken to resolve identified problems and improve quality of care provided. Describe your plans to provide a site specific Child Health Results Based Accountability Report Card based on the outcome measures determined by the Department.

**c. Collaborations/Community Linkages** (Three page limit)

1. Describe how you will conduct community outreach and include methods to be used in marketing the services to youth and families.
2. Describe how you will address health equity in the community.
3. Identify health care providers in the community willing to offer services to students and their families in the SBHC setting and from those who agree to accept referrals from the SBHC. (The list should include providers to address acute or complex problems, as well as after-hours care needs such as for acute care, mental health professionals, family/social services, dental health professionals, specialists, other.) Provide letters of commitment from each provider willing to collaborate on this project that demonstrate past collaboration and intent to provide resources.
4. Describe your plan to establish and maintain cooperative working relationships with the Superintendent of Schools, School Principals, Board of Education, school personnel, community-based providers, parents, and the community. Required: Letters of support from Superintendent of Schools in the Alliance district and Principal of the school hosting the SBHC.
5. Describe your plan to establish and maintain a broad -based diverse SBHC Advisory Committee to advise and assist in the development and operation of the SBHC program.

**3. Staffing Requirements –Implementation Plan:**

*The purpose of this subsection is to provide any specific staff requirements of this RFP and guidance for the proposer to provide the required information about the quality and quantity of personnel to be employed to deliver the purchased service.*

Implementation Plan (Three page limit per site)

- a.** The applicant must include a reasonable and thorough implementation plan including the following:
  1. Describe your capacity to serve students at the proposed schools.
  2. Obtaining licensure as outlined in the Public Health Code for each site to meet the proposed timeline.

3. Complying with HIPAA regulations.
4. Describe your staffing plan including personnel and support staff to be funded at each site and identification of staff that will provide supervision, oversight, and coordination of services. Identify and describe roles of staff that will be utilized to provide services in your proposed model (medical director, nurse practitioner, physician assistant, coordinator, medical assistant, social worker, outreach worker, dental hygienist, etc.). Include a plan and timeline describing how staff will be hired and trained to meet the requirements of the program plan. Include appropriate job descriptions and resumes of all professional staff.
5. Describe and state the education, expertise and experience of all staff positions.
6. Describe your plan and timeline for hiring and for staff training and maintaining clinical and cultural competencies. The contractor will provide cultural competency through staff training and hiring practices to develop a diverse cadre of SBHC staff who reflect the ethnic, linguistic, and cultural diversity of students and families served. The contractor will adopt and implement strategies for culturally appropriate clinical and preventive services.
7. Describe your plan for participation in Medicaid and contracting with insurance providers.
8. Provide your plan for a time table from May 1, 2013 through June 30, 2014, that specifically outlines your planned services/activities for the implementation of the proposed services/activities.
9. Provide evidence that you will utilize small and minority businesses whenever feasible and appropriate in the purchase of supplies and services.

The proposal must describe the staff assigned to this project, including the extent to which they have the appropriate training and experience to perform assigned duties. Job descriptions, hours per week, and hourly rates must be provided for all staff assigned to this project on the form included in Section V Attachments.

#### **4. Data and Technology Requirements**

*The purpose of this subsection is to specify the requirements of the RFP and provide guidance for the proposer to provide information about the appropriate information management and performance measurement systems.*

Data/Information Management (two page limit):

- a. Describe policies and procedures developed to ensure confidentiality and privacy in the storage and transfer of health records (including certified electronic health records), communicating health information related to referring students to other providers including the child's primary care provider, or for additional services, and regular collaboration with a physician advisor.
- b. Describe your ability and experience with collecting and managing patient information data.
- c. Describe your experience and capacity to collect and analyze electronic data and your experience and/or plans regarding Electronic Medical Records.

#### **5. Subcontractors**

*If subcontractors are utilized for the provision or delivery of a service, the purpose of this subsection is to specify the information to be provided about the administrative and operational capabilities of each such subcontractor. Such as:*

Legal Name of Agency, Address, FEIN  
Contact Person, Title, Phone, Fax, E-mail  
Services Currently Provided  
Services to Be Provided under Subcontract  
Subcontractor Oversight  
Subcontract Cost and Term

#### **6. Workplan:** (Three page limit per site)

*The purpose of this section is to provide guidance for explaining the Workplan: tasks, participants, time estimates, and schedule for providing the purchased service.*

A comprehensive and realistic work plan with measurable objectives describing tasks to be performed, deliverables and timelines, including a project start date, must be provided on the Application Forms

included in Section IV Attachments. SMART objectives are objectives that are Specific, Measurable, Achievable, Realistic, and Time-bound. The work plan must be consistent with the RFP and the project's goals and objectives. **The project start date will be considered as part of the review criteria.**

#### **D. COST PROPOSAL COMPONENT**

##### **1. Financial Requirements - Profile**

*The purpose of this subsection is to state the financial requirements of this RFP and provide guidance to the applicant for submitting appropriate information on fiscal stability, accounting and financial reporting systems, or relevant business practices.*

###### **Billing** (Three page limit)

The selected contractor shall bill appropriate public programs and other third party insurers. The selected applicants shall operate as not-for-profit providers.

- a.** Provide a description of your organization's billing capacity, existing contracts with State health insurance serving the community and your plan for reinvesting reimbursements in the SBHC Program.
- b.** Provide a description of your annual budget and revenues.
- c.** Provide a description of your financial standing.
- d.** Provide a description of your billing capacity, financial management systems, control procedures, and third party reimbursement. The contractor will maximize Medicaid and third party billing revenues to the extent feasible.
- e.** Existing contracts with State health insurance serving the community and plan for investing reimbursements in the SBHC Program.
- f.** Include policies and procedures that minimize or eliminate co-pays.
- g.** Provide a sustainability plan detailing how services will be provided and eventually sustained with resources outside of state funding.

##### **2. Budget Requirements – Budget and Budget Narrative**

*The purpose of this subsection is to identify budget requirements and to specify the required information and materials to be submitted explaining how the applicant developed the proposed budget and cost allocations.*

SBHC contractors are currently required to provide at least 25% matching funds to support activities to be provided. The applicant awarded this contract will be required to provide at least 25% in-kind support to operate their center(s). This must be clearly identified in the submitted budget.

###### **Budget**

Payments will be negotiated based on time frames and deliverables described in section V (Attachments) of this RFP. The proposal must contain the existing budget and the itemized budget with a detailed justification for each line item on the budget forms included in the Application in Attachments. All costs (travel, printing, supplies, etc.) must be included in the contract price. **Competitiveness of the budget will be considered as part of the proposal review process. Note: Please submit a separate budget for each site for the contract periods of 5/1/13-6/30/13 (submit a two month budget for first year), 7/1/13-6/30/14, and 7/1/14-6/30/15.**

The State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal and/or state government. Such taxes must not be included in contract prices.

The maximum amount of the bid may not be increased after the proposal is submitted. All cost estimates will be considered as "not to exceed" quotations against which time and expenses will be charged. The proposed budget is subject to change during the contract award negotiations.

The selected Contractor must provide DPH with an original, five copies and an electronic version of the subcontractor(s) as stipulated in Section I.C.10. All information required of the contractor must be applied to the subcontractor as well. **Copies of state set aside certifications for small and/or minority business must also be provided.**

Payments will be negotiated based on time frames and deliverables described in section V of this RFP.

**IV. PROPOSAL OUTLINE**

*This section presents the **required** outline that must be followed when submitting a proposal in response to this RFP. Proposals must include a Table of Contents that exactly conforms to the required proposal outline (below). Proposals must include all the components listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete proposals will not be evaluated.*

	Page
<b>A. Cover Sheet</b> . . . . .	<b>1</b>
1. Applicant Information Form (continued)	
<b>B. Table of Contents</b> . . . . .	<b>2</b>
<b>C. Declaration of Confidential Information</b> <i>(Per instructions: Section I. C.12.)</i> . . . . .	
<b>D. Conflict of Interest - Disclosure Statement</b> <i>(Per instructions: Section I. C.13.)</i> . . . . .	
<b>E. Executive Summary</b> <i>(Per instructions: Section I. D. 4.)</i> . . . . .	
<b>F. Main Proposal</b> . . . . .	
<b>1. Organizational Profile</b> . . . . .	
<b>2. Scope of Services</b> . . . . .	
<b>3. Staffing Plan</b> . . . . .	
a. Narrative	
b. Staffing Form	
<b>4. Data and Technology</b> . . . . .	
<b>5. Subcontractors (if applicable)</b> . . . . .	
<b>6. Work Plan</b> . . . . .	
a. Work Plan Form	
<b>G. Cost Proposal</b> . . . . .	
<b>1. Financial Profile</b> . . . . .	
<b>2. Budget and Budget Narrative</b> . . . . .	
a. Narrative	
b. Budget Summary Form	
c. Budget Justification Schedule B	
d. 25% Matching Funds	
<b>H. Appendices</b> . . . . .	
a. Letters of Support	
b. Property Access Agreement	
<b>I. Forms</b> <i>(See Application Forms and Informational Attachments listed on page 24)</i>	

**V. ATTACHMENTS**

**A. APPLICATION FORMS:** *The following forms must be completed and included in the proposal submission as applicable and directed.*

1. Cover Sheet . . . . .	25
2. Applicant Information Form (continuation) . . . . .	26
3. Budget Summary Instructions . . . . .	27
4. Budget Summary 1 Form . . . . .	29
5. Budget Justification Schedule B Form . . . . .	30
6. Position Schedule 2A Form. . . . .	31
7. Instructions – Subcontractor Schedule A Detail . . . . .	32
8. Subcontractor Schedule A Detail Form . . . . .	32
9. Work Plan Form . . . . .	33
10. OPM Consulting Agreement Affidavit . . . . .	34
11. Contract Compliance Policy Statement . . . . .	35
12. Notification to Bidders. . . . .	36
13. Workforce Analysis . . . . .	37

**B. INFORMATIONAL ATTACHMENTS:** *The following attachments are for your information only. These attachments will be used for applicants awarded funding and will be requested during the contract development process.*

1. Nondiscrimination Certifications . . . . .	39
2. False Claims Act Notification . . . . .	41
3. False Claims Act Policy . . . . .	42
4. False Claims Act Procedure . . . . .	45
5. SEEC Form 11 . . . . .	48
6. School Based Health Center Staffing Guidelines. . . . .	50
7. Property Access Agreement . . . . .	52
8. Preliminary Review Team Technical Criteria Worksheet . . . . .	56
9. Schools Requiring Most Support . . . . .	58
10. Letters of community and administrative support and collaboration. . . . .	

APPLICATION FORMS

COVER SHEET

REQUEST FOR PROPOSAL

RFP DPH Log# 2013- 0904

School Based Health Centers

CONNECTICUT DEPARTMENT OF PUBLIC HEALTH

Family Health Section

School Based Health Centers Program

Applicant Information

Applicant Agency: \_\_\_\_\_  
Legal Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Town State Zip Code

\_\_\_\_\_  
Telephone No. FAX No. E-mail Address

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone No: \_\_\_\_\_

TOTAL PROGRAM COST: \$\_\_\_\_\_

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

\_\_\_\_\_  
Signature of Authorizing Official: Date

\_\_\_\_\_  
Typed Name and Title

The applicant agency is the agency or organization, which is legally and financially responsible and accountable for the use and disposition of any awarded funds. Please provide the following information:

- Full legal name of the organization or corporation as it appears on the corporate seal and as registered with the Secretary of State
- Mailing address
- Main telephone number
- Fax number, and email address, if any
- Principal contact person for the application (person responsible for developing application)
- Total program cost

The funding application and all required submittals must include the signature of an officer of the applicant agency who has the legal authority to bind the organization. The signature, typed name and position of the authorized official of the applicant agency must be included as well as the date on which the application is signed.

**Applicant Information Form (continuation)**

*PLEASE LIST THE AGENCY CONTACT PERSONS RESPONSIBLE FOR COMPLETION AND SUBMITTAL OF:*

**Contract and Legal Documents/Forms:**

Name	Title	Tel. No.
Street	Town	Zip Code
Email		Fax No.

**Program Progress Reports:**

Name	Title	Tel. No.
Street	<b>Town</b>	Zip Code
Email		Fax No.

**Financial Expenditure Reporting Forms:**

Name	Title	Tel. No.
Street	Town	Zip Code
Email		Fax No.

**Incorporated:**  YES  NO

**Agency Fiscal Year:**

**Type of Agency:**  Public  Private  Other, Explain: \_\_\_\_\_

Profit  Non-Profit

**Federal Employer I.D. Number:**

**Town Code No:**

**Medicaid Provider Status:**  YES  NO

**Medicaid Number:**

**Minority Business Enterprise (MBE):**  YES  NO

**Women Business Enterprise (WBE):**  YES  NO

**A. Budget Summary Instructions****1. Position Schedule #2a**

- a. Complete the schedule for all positions to be funded even if currently vacant.
- b. Complete one Position Schedule #2a for each Program/Fund to be included in the Budget.

**2. Personnel (lines #1 - #2)**

- a. Line #1 **Salary and Wages**: Enter the total salary charged, as listed on Position Schedule 2a.
- b. Line #2 **Fringe Benefits Line**: Enter the total fringe benefits charged, as listed on Position Schedule 2a.

**3. Line #8 Contractual (Subcontracts):** Provide the total of all subcontracts and complete Subcontractor Schedule.**4. Lines #3 - #7, #9, and #10:** Complete categories as appropriate,**5. Line #11: Other Expenses** are any other types of expense that do not fit into the categories listed.

For example: Equipment. Please note that the state's definition of equipment is tangible personal property with a normal useful life of at least one year and a value of at least \$5,000 or more.

**6. Audit Costs:** The cost of audits made in accordance with OMB Circular A133 (Federal Single Audit) are allowable charges to Federal awards. The cost of State Single Audits (CGS 4-23 to 4-236) are allowable charges to State awards. Audit costs are allowable to the extent that they represent a pro-rata share of the cost of such audit. Audit costs charged to Department of Public Health contracts **must be budgeted, reported and justified as an audit cost line item within the Administrative and General Cost category.****7. Administrative and General Costs, Line Item #12**

- a. Are defined as those costs that have been incurred for the overall executive and administrative offices of the organization or other expenses of a general nature that do not relate solely to any major cost objective of the overall organization. Examples of A&G costs include salaries of executive directors, administrative & financial personnel, accounting, auditing, management information systems, proportional office costs such as building occupancy, telephone, equipment, and office supplies. Please review the OPM website on Cost Standards for more information at: [http://www.opm.state.ct.us/finance/pos\\_standards/coststandards.htm](http://www.opm.state.ct.us/finance/pos_standards/coststandards.htm).
- b. **Administrative and General Costs** must be itemized on the Budget Justification Schedule. Costs that have a separate line item in the Budget Summary may not be duplicated as an Administrative and General Cost. For example, if the Budget Summary includes an amount for telephone costs, this cannot also be included as an Administrative and General Cost.

**8. Other Program Income** list any other program income, if appropriate, such as in-kind contributions, fees collected, or other funding sources and include brief explanation on Budget Justification.**9. Multiple Funding Period Contracts:** Please complete a full budget for each Funding Period of the contract, clearly indicating the Period on each form. Absent other instructions, assume level funding for the second year.

**B. Budget Justification Schedule B**

1. Please provide a brief explanation for each line item listed on the Budget Summary. This must include a detailed breakdown of the components that make up the line item and any calculation used to compute the amount.

Line Item (Description)	Amount	Justification - Breakdown of Costs
Travel	\$730	1,659 miles @ .44 = \$730.00 outreach workers going to meetings and site visits.

2. For contractors who have subcontracts, a brief description of the purpose of each subcontract must be provided. Use additional sheets as necessary.

*\*\*\*Please note: If Laboratory Services is a line item on the primary or subcontract budget, please supply a justification as to why a private laboratory is being used as opposed to the Connecticut State Laboratory.*

**C. Subcontractor Schedule A--Detail**

1. All subcontractors used by each program must be included, if it is not known who the subcontractor will be, an estimated amount and whatever budget detail is anticipated should be provided. (Submit the actual detail when it is available). A separate subcontractor schedule must be completed for each program included in the contract. For example: The contract is providing both a Needle Exchange program and an AIDS Prevention Education Program and Subcontractor "A" is providing services to both program there must be a separate budget for Subcontractor "A" for each.

2. Detail of Each Subcontractor:

- a. Choose a category below for each subcontract using the basis by which it is paid:

A. Budget Basis       B. Fee for Service       C. Hourly Rate.

- b. Choose whether the subcontractor is a minority or woman owned business:

c.  MBE       WBE       Neither

- d. Provide the detail for each subcontract just as for the primary contract budget referencing the corresponding program of the contract. Detail must be provided for each subcontractor listed in the Summary.

Note: If space allowed is not sufficient for large or complex subcontract budgets, the primary Budget Summary format may be copied and used instead.

**Contractor Name, Contract Number**

**FUNDING PERIOD: 99/99/9999 to 99/99/9999**

**Contract Period: Contract Start Date to Contract End Date  
Budget Summary**

<b>Program:</b>	<b>Name</b>		<b>Name</b>		<b>Total</b>
<b>Fund:</b>	<b>SID 1</b>	<b>SID 2</b>	<b>SID 3</b>	<b>SID 4</b>	
<b>1. Salaries &amp; Wages</b>					
<b>2. Fringe Benefits</b>					
<b>3. Travel</b>					
<b>4. Training</b>					
<b>5. Educational Materials</b>					
<b>6. Office Supplies</b>					
<b>7. Medical Materials</b>					
<b>8. Contractual (Sub-Contracts)**</b>					
<b>9. Telephone</b>					
<b>10. Advertising</b>					
<b>11. Other Expenses (list)</b>					
<b>a.</b>					
<b>b.</b>					
<b>c.</b>					
<b>d.</b>					
<b>e.</b>					
<b>f.</b>					
<b>g.</b>					
<b>h.</b>					
<b>i.</b>					
<b>12. Administrative and General Costs</b>					
<b>Total DPH Grant</b>					
<b>Other Program Income</b>					

\*\*Complete Sub-contractor Schedule A



**Contractor Name, Contract Number**

**FUNDING PERIOD: 99/99/9999 to 99/99/9999**

**Contract Period: Contract Start Date to Contract End Date  
Position Schedule #2a  
Program/Fund**

<b>Position Description and Staff Person Assigned</b>	<b>Site/ Location</b>	<b>Hours wk/ wks per Year</b>	<b>Hourly Rate</b>	<b>Total Salary Charged</b>	<b>Fringe Benefit Rate %</b>	<b>Total Fringe Benefits</b>
1.Position: Name:		/			%	
2.Position: Name:		/			%	
3.Position: Name:		/			%	
4.Position: Name:		/			%	
5.Position: Name:		/			%	
6.Position: Name:		/			%	
7.Position: Name:		/			%	
8.Position: Name:		/			%	
9.Position: Name:		/			%	
10.Position: Name:		/			%	
11.Position: Name:		/			%	
12.Position: Name:		/			%	
13.Position: Name:		/			%	
14.Position: Name:		/			%	
15.Position: Name:		/			%	
16.Position: Name:		/			%	
<b>Totals</b>						

**\*Attach resumes and job descriptions for all Professional Staff**

**Subcontractor Schedule A-Detail  
Contractor Name, Contract Number**

**BUDGET PERIOD: 99/99/9999 to 99/99/9999**

**Contract Period: Contract Start Date to Contract End**

#1

Subcontractor Name:

Address:

Telephone: (     ) (     -     )     )

Select One: **A**  Budget Basis   **B**  Fee-for-Service   **C**  Hourly Rate

Indicate One:  MBE    WBE    Neither

Program:	Name		Name		Total
	Fund:	SID 1	SID 2	SID 1	
Line Item(s)					
<b>Total Subcontract Amount:</b>					

#2

Subcontractor Name:

Address:

Telephone: (     ) (     -     )     )

Select One: **A**  Budget Basis   **B**  Fee-for-Service   **C**  Hourly Rate

Indicate One:  MBE    WBE    Neither

Program:	Name		Name		Total
	Fund:	SID 1	SID 2	SID 1	
Line Item(s)					
<b>Total Subcontract Amount:</b>					

#3

Subcontractor Name:

Address:

Telephone: (     ) (     -     )     )

Select One: **A**  Budget Basis   **B**  Fee-for-Service   **C**  Hourly Rate

Indicate One:  MBE    WBE    Neither

Program:	Name		Name		Total
	Fund:	SID 1	SID 2	SID 1	
Line Item(s)					
<b>Total Subcontract Amount:</b>					

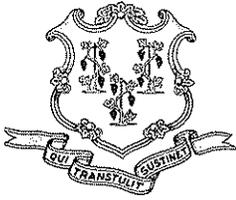
**Work Plan (make as many blank pages as needed)**

Services to be Provided	Activities	Staff Position(s) Responsible	Timeframe for Completion



# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH



OFFICE OF COMMISSIONER

### AFFIRMATIVE ACTION CONTRACT COMPLIANCE POLICY STATEMENT

The Department of Public Health (DPH) is an Affirmative Action/Equal Employment Opportunity employer, in compliance with all state and federal laws and shall comply with the Contract Compliance Regulations *and* CGS 4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities. Consistent with the Contract Compliance Regulations of Connecticut State Agencies, Sections 46a-68j-21 through 46a-68j-43, DPH encourages bidders, contractors, subcontractors, and suppliers to:

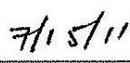
- Develop and follow a plan of affirmative action to achieve or exceed parity of employment with the applicable labor market
- Develop and follow an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive
- Submit employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the race/sex composition of the workforce in the relevant labor market area
- Develop and follow a plan to set aside a portion of the contract for legitimate minority business enterprises per Section 46a-68j-30(10)(E) of the Contract Compliance Regulations

DPH considers bidders success in these factors in reviewing the bidder's qualifications under the Contract Compliance requirements. Accordingly, any individual or organization that desires to do business with DPH shall:

- Not discriminate or permit discrimination against any protected class person or protected group in the performance of contracts
- Not engage in discriminatory practices *or* permit discriminatory practices in their workplace
- Cooperate with the Connecticut Commission on Human Rights and Opportunities in all activities
- In all contract solicitations or advertisements, state that they are an "affirmative action-equal opportunity employer"
- Sign a Notification to Bidders Form, and complete a workforce analysis questionnaire necessary for the contract award process

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

  
\_\_\_\_\_  
Jewel Mullen, MD, MPH, MPA  
Commissioner, DPH

  
\_\_\_\_\_  
Date

**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 46a-68j-43 of the Regulations of Connecticut State agencies, which establish a procedure for the awarding of all contracts covered by Sections 4a-60 and 46a-71 (d) of the Connecticut General Statutes.

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

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

- a) the bidder's success in implementing an affirmative action plan;
- b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-18 of the Connecticut General Statutes, inclusive;
- c) the bidder's promise to develop and implement a successful affirmative action plan;
- d) the bidder's submission of EEO-1 data indicating the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and,
- e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30 (10) (E) of the Contract Compliance Regulations.

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

---

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

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

On behalf of:

---

**WORKFORCE ANALYSIS**

Contractor Name:  
Address:

Total Number of CT employees:  
Full Time: Part Time:

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

Job Categories	Overall Totals (sum of all cols. male & female)	White (not of Hispanic Origin)		Black (not of Hispanic Origin)		Hispanic		Asian or Pacific Islander		American Indian or Alaskan Native		People with Disabilities	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials & Managers													
Professionals													
Technicians													
Office & Clerical													
Craft Workers (skilled)													
Operatives (semi-skilled)													
Laborers (unskilled)													
Service Workers													
Totals Above													
Totals 1 year Ago													
FORMAL ON-THE-JOB TRAINEES (Enter figures for the same categories as are shown above)													
Apprentices													
Trainees													
EMPLOYMENT FIGURES WERE OBTAINED FROM:							Visual Check:		Employment Records		Other:		

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

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

2. Have you successfully developed an apprenticeship program complying with Sec. 46a-68-1 to 46a-68-18 of the Connecticut Department of Labor Regulations, inclusive:  YES  NO  Not Applicable Explanation:

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

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

\_\_\_\_\_  
Contractor's Authorized Signature

\_\_\_\_\_  
Date

■ **B. INFORMATIONAL ATTACHMENTS:** *The information and forms in this section are for your reference only. The information contained herein will be required of applicants awarded funding and will be requested during the contract development process. Some of the indicated information may be submitted electronically. **Do not include any of the forms included here with your proposal.***

11. Nondiscrimination Certification Instructions . . . . .	39
12. Nondiscrimination Certification . . . . .	40
13. False Claims Act Notification . . . . .	41
14. False Claims Act Policy . . . . .	42
15. False Claims Act Procedure . . . . .	45
16. SEEC Form 11 . . . . .	48
17. School Based Health Center Staffing Guidelines . . . . .	50
18. Property Access Agreement (DRAFT) . . . . .	52
19. Preliminary Review Team Technical Criteria Worksheet . . . . .	56
20. Schools Requiring Most Support . . . . .	58

The remainder of this page is intentionally blank

**Nondiscrimination Certification Instructions**

D. The governing body of your **corporation, company, or entity** must adopt policies and/or pass a resolution adopting and supporting nondiscrimination agreements and warranties as indicated in the *attached* Certification form.

E. If an **individual**, you must certify that you will adhere to the required nondiscrimination agreements and warranties, as indicated in the *attached* Certification form.

<b>Individual</b> Use FORM A	<b>Corporation, Company or Entity</b> Use FORM B (under \$50,000) or FORM C ( \$50,000 or more)
<b>For an individual, enter your full legal name and address of residence.</b>	<b>Enter the legal Name and Title of the Authorized Signatory if not already included on the form. This is the person <u>named</u> in the Secretarial Certification as authorized to sign.</b>  Alternately, the person authorized to certify the authorized signatory may sign this certification. If this option is chosen, the individual signing the secretarial certification and the nondiscrimination certification should be the same individual.
<b>This does not apply for contracts with individuals.</b>	Enter Corporation / Contractor Name with <b>no</b> abbreviations unless it is legally abbreviated in the charter if not already included on the form. Exception: Corp. is a legal abbreviation.
<b>This does not apply for contracts with individuals.</b>	Enter State or Commonwealth of Incorporation where required if not already included on the form
Enter the <u>Day, Month, Year</u> on which the certification is signed. This date <u>must be the same or later</u> than the date the Contract is signed	Enter the <u>Day, Month, Year</u> on which the certification is signed. This date <u>must be the same or later</u> than the date the Contract is signed
Enter the Signer's Signature.	Enter the Signer's Signature.

**IMPORTANT**

Name of Signer must be typed **exactly** the same at the beginning of Document as at the end of the Document. Signature must match typed name **exactly**.

It is **not** necessary to have the form notarized unless an area for such appears on the form. Notarization is required, however, if so indicated on the form.

The requirement for notarization exists for contracts including funding in excess of \$50,000 per year.

The enclosed form is an official document approved by the Connecticut Office of Attorney General. Substitute documents are not acceptable.

**Any type of correction fluid or tape is not acceptable! \*\*\***

\*\*\* We can supply additional forms if necessary.



**FALSE CLAIMS ACT**  
**COMPLIANCE NOTIFICATION**

This Contract requires compliance with The Deficit Reduction Act (“Act”) of 2005, which requires that the contractor or “qualified provider” receiving the contract comply with the Department’s False Claims Act Policy and Procedure as follows:

1. Review, print, and maintain on file the following Department’s False Claims Act Policy and False Claims Act Procedure.
2. Provide appropriate notice of the requirements of the Policy and Procedure by providing copies of the Department’s False Claims Policy and False Claims Procedure to all employees of your organization, including officers and officials as well as subcontractors providing services funded by this Contract, in accordance with the requirements of Section 4.3.3 of the Department’s False Claims Act Procedure.

**Do not return the False Claims Policy or False Claims Procedure to the Department.** Your signature on the executed Contract confirms your receipt and compliance with the Department’s False Claims Act compliance requirement.

	<h2>False Claims Act (Policy)</h2>	<p><b>PL-CGMS C-001</b>  <b>Revision: 1.0</b>  <b>Effective Date:</b>  <b>05/21/2010</b></p>
---	------------------------------------	--

APPROVAL SIGNATURES		DATE
J. Robert Galvin, M.D., M.P.H. (original signature on file)	Commissioner of Public Health	05/21/2010

REVISION HISTORY			
Revision	Description of Change	Author	Effective Date
Basic	Initial Release	Bruce Wallen	05/21/2010

REFERENCE DOCUMENTS	
Document	Title
The Deficit Reduction Act ("Act") of 2005	Section 6032
United States Code (U.S.C.)	Sections 3729-3733
Connecticut General Statutes (C.G.S.)	Section 53a-290 Vendor Fraud
Connecticut General Statutes (C.G.S.)	Section 4-61dd Whistleblower
Connecticut General Statutes (C.G.S.)	Section 31-51m Blacklisting
Connecticut General Statutes (C.G.S.)	Section 17b-127 General Assistance

	<h2>False Claims Act (Policy)</h2>	<p><b>PL-CGMS C-001</b>  <b>Revision: 1.0</b>  <b>Effective Date:</b>  <b>05/21/2010</b></p>
---	------------------------------------	--

**1.0 Purpose**

The Deficit Reduction Act (“Act”) of 2005 is the federal government’s legislative effort to control spending for entitlement programs, such as Medicaid. The Act seeks to control spending by reducing federal overpayments for prescription drugs and medical services, thereby improving the integrity of federally funded entitlement programs.

**2.0 Scope**

Section 6032 of the Act states that any entity, such as the Department of Public Health (Department), which receives or makes payments under a state plan approved under Title XIX or under a waiver of such plan, totaling at least \$5,000,000 annually, is required to establish written policies providing detailed information about the False Claims Act (“FCA”) and any state false claims laws to all Department employees, contractors and agents. The Department is also required to establish and inform all employees, contractors, qualified providers and agents about the Department’s policies and procedures for the detection and prevention of fraud, waste and abuse, the protection afforded to any person who reports an incident of a false claim to a regulatory body (e.g., Whistleblower Protection) and any civil or criminal penalties for false claims.

**3.0 Definitions and Acronyms**

Specialized acronyms and definitions identified in this contract procedure are defined below.

**3.1 Acronyms**

- “CGMS”                      The Connecticut Department of Public Health, Contracts & Grants Management Section
- “Department”            The State of Connecticut Department of Public Health
- “FCA”                        False Claims Act
- “PFCRA”                    Program Fraud Civil Remedies Act

**3.2 Definitions**

Claim - means any request or demand, whether under a contract or otherwise, for money or property which is made by a contractor, grantee, or other recipient if the United States government provides any portion of the money or property which is requested or demanded or if the government will reimburse such contractor, grantee, or other recipient for any portion of the money or property which is requested or demanded.

Contractor or Agent - means any contractor, subcontractor, agent, qualified vendor, consumer or family member who act as an employer or other person which or who, on behalf of the entity, furnishes, or otherwise authorizes the furnishing of, Medicaid health care items or services, performs billing or coding functions, or is involved in the monitoring of health care provided by the entity.

Employee - means any officer or employee of the entity, contractor, or agent.

Entity - means a governmental agency, organization, unit, corporation, partnership or other business arrangement, including Medicaid managed care organizations, whether for profit or not-for-profit, which receives or makes payments, under a state plan approved under Title XIX or under any waiver of such plan, totaling at least \$5,000,000 annually.

Knowing and Knowingly - means that a person with respect to information 1) has actual knowledge of the information; 2) acts in deliberate ignorance of the truth or falsity of the information; or 3) acts in reckless disregard of the truth or falseness of the information.

	<h2>False Claims Act (Policy)</h2>	<p><b>PL-CGMS C-001</b>  <b>Revision: 1.0</b>  <b>Effective Date:</b>  <b>05/21/2010</b></p>
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**4.0 Compliance**

**4.1 False Claim Act**

The FCA prohibits any person, firm, corporation or entity from knowingly presenting, or causing to be presented, a false claim or statement to a federally funded program, including Medicaid, or conspiring to defraud the federal government. Any person, company or entity that acts in deliberate ignorance of or with reckless disregard of the truth of such information is considered to have acted knowingly.

The civil penalty for violating the FCA is a fine of not less than \$5,000 and not more than \$10,000 per violation. The person, company or entity may also be fined an additional three times the amount of damages sustained by the federal government. The PFCRA also provides that any person or company that commits fraud by making a false statement or claim can be assessed a penalty of \$5,000 per false claim or statement in addition to the penalties available under the FCA.

A person may bring a civil action for violating the FCA on behalf of said person and the United States government. If the federal government proceeds with an action brought by such person then that person shall receive at least 15 percent but not more than 25 percent of the proceeds of the action or settlement. If the federal government does not proceed with the action and the person initiating the action proceeds, then the person bringing the action shall receive a reasonable amount, to be determined by the court, but not less than 25% and not more than 30% of the proceeds of the action or settlement.

The FCA prohibits retaliation by an employer against an employee for bringing a false claim action or participating in such action (Whistleblower Protection). Any employee subject to retaliation by an entity, contractor or agent shall be entitled to all relief necessary to make the employee whole, including but not limited to reinstatement, two times the amount of back pay, interest on back pay and special damages.

**4.2 State False Claim Related Acts**

Under Connecticut’s Vendor Fraud statute it is illegal for a person on his own behalf or on the behalf of an entity, with intent, to fraudulently provide goods or services to a beneficiary or recipient under Title XIX or to fraudulently receive goods or services. Connecticut law also prohibits any vendor from fraudulently providing services or goods for any recipient of General Assistance. The State Whistleblower law provides any employee who reports a suspected violation of state or federal law with protection against retaliation by the employer. State law also prohibits any person, corporation, state or political subdivision from blacklisting any employee.

**4.3 Compliance Reporting**

All DPH employees, contractors and agents, are required to report fraud, waste and abuse to: The Department of Public Health, Contracts & Grants Management Section, 410 Capitol Avenue, MS#13GCT, P.O. Box 340308, Hartford, CT 06134-0308.

	<h2>False Claims Act (Procedure)</h2>	<p><b>PR-CGMS C-001</b>  <b>Revision: 1.0</b>  <b>Effective Date:</b>  <b>05/21/2010</b></p>
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APPROVAL SIGNATURES		DATE
J. Robert Galvin, M.D., M.P.H. (original signature on file)	Commissioner of Public Health	05/21/2010

REVISION HISTORY			
Revision	Description of Change	Author	Effective Date
Basic	Initial Release	Bruce Wallen	05/21/2010

REFERENCE DOCUMENTS	
Document	Title
The Deficit Reduction Act ("Act") of 2005	Section 6032
United States Code (U.S.C.)	Sections 3729-3733
Connecticut General Statutes (C.G.S.)	Section 53a-290 Vendor Fraud
Connecticut General Statutes (C.G.S.)	Section 4-61dd Whistleblower
Connecticut General Statutes (C.G.S.)	Section 31-51m Blacklisting
Connecticut General Statutes (C.G.S.)	Section 17b-127 General Assistance

	<h2>False Claims Act (Procedure)</h2>	<p><b>PR-CGMS C-001</b>  <b>Revision: 1.0</b>  <b>Effective Date:</b>  <b>05/21/2010</b></p>
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**1.0 Purpose**

This procedure provides guidance to the Department of Public Health on informing all employees, contractors and agents about the Department of Public Health False Claims Policy, PL-CGMS C-001.

**2.0 Scope**

This procedure applies to all Department of Public Health staff, and officers and employees of contractors, agents, qualified providers and subcontractors funded by the department.

**3.0 Definitions and Acronyms**

Specialized acronyms and definitions identified in this contract procedure are defined below.

**3.1 Acronyms**

<u>“CGMS”</u>	The Connecticut Department of Public Health, Contracts & Grants Management Section
<u>“Department”</u>	The State of Connecticut Department of Public Health
<u>“FCA”</u>	False Claims Act
<u>“PFCRA”</u>	Program Fraud Civil Remedies Act
<u>“POS”</u>	Purchase of Service Contract

**3.2 Definitions**

Claim - means any request or demand, whether under a contract or otherwise, for money or property which is made by a contractor, grantee, or other recipient if the United States government provides any portion of the money or property which is requested or demanded, or if the government will reimburse such contractor, grantee, or other recipient for any portion of the money or property which is requested or demanded.

Contractor or Agent - means any contractor, subcontractor, agent, qualified vendor, consumer or family member who act as an employer or other person which or who, on behalf of the entity, furnishes, or otherwise authorizes the furnishing of, Medicaid health care items or services, performs billing or coding functions, or is involved in the monitoring of health care provided by the entity.

Employee - means any officer or employee of the entity, contractor or agent.

Entity - means a governmental agency, organization, unit, corporation, partnership or other business arrangement, including Medicaid managed care organizations, whether for profit or not-for-profit, which receives or makes payments, under a state plan approved under Title XIX or under any waiver of such plan, totaling at least \$5,000,000 annually.

Knowing and Knowingly - means that a person with respect to information 1) has actual knowledge of the information; 2) acts in deliberate ignorance of the truth or falsity of the information; or 3) acts in reckless disregard of the truth or falseness of the information.

Purchase of Service Contract - Previously Human Service Contract, a contract document used to procure direct client services to populations served by the Department over a defined period and for an agreed upon maximum price.

Subcontractor – See “Contractor or Agent” above.

	<h2>False Claims Act (Procedure)</h2>	<p><b>PR-CGMS C-001</b>  <b>Revision: 1.0</b>  <b>Effective Date:</b>  <b>05/21/2010</b></p>
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**4.0 Process**

**4.1 Dissemination to the Department’s New Employees**

- 4.1.1** The Department’s Human Resources staff shall present and provide all newly hired Department employees with a copy of the False Claims Act Policy and Procedure during the new employee orientation.
- 4.1.2** Each new Department employee must acknowledge receipt of the False Claims Act Policy and Procedure by signing an acknowledgement that they received it. The acknowledgement shall be maintained in their personnel file.

**4.2 Dissemination to the Department’s Existing Employees**

Each existing Department employee shall receive a copy of the Department’s False Claims Act Policy and Procedure and must sign an acknowledgement that they have received it. The acknowledgement shall be maintained in their personnel file.

**4.3 Dissemination to Contractors and Qualified Providers**

- 4.3.1** CGMS shall include the Department’s False Claims Act Policy and Procedure in all POS contracts between the Department and its contractors and agents.
- 4.3.2** Contractors and agents shall inform all employees providing services funded by the contract of the policy and procedure and obtain acknowledgement of receipt.
- 4.3.3** Execution of the contract by a contractor or agent, via authorized signature, shall indicate acceptance of and compliance with the Department’s False Claims Policy and Procedure in accordance with Part II, Section C.4, (Terms and Conditions, Contractor Obligations, Federal Funds) of the POS Contract.
- 4.3.4** Contractors and agents under contract with the Department shall inform all subcontractors, providing services funded by the contract, of the policy and procedure and obtain acknowledgement of receipt either via inclusion of a contract term/condition in the sub-contractual agreement as in 4.3.3 above, and execution of such subcontract, or via separate acknowledgement.

**5.0 Records**

- 5.1** The following records shall be maintained, generated, or updated, and filed by the Department in accordance with this procedure and CGMS record retention requirements and schedules. Contractors shall maintain records according to their established record retention schedules.

Record Name	Responsible	Retention Req.	Location
Employee acknowledgement of receipt of False Claims Policy and Procedure	Human Resources Office	Until employee termination	Employee File
Fully Executed Contract Document	CGMS	3 Yrs. From end date of contract(s)	CGMS Contract File

## Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations

This notice is provided under the authority of Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined on the reverse side of this page).

### CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract* or *state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor* or *principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

### DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

### PENALTIES FOR VIOLATIONS

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

**Civil penalties**—Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

**Criminal penalties**—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

### CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information may be found on the website of the State Elections Enforcement Commission, [www.ct.gov/seec](http://www.ct.gov/seec). Click on the link to "Lobbyist/Contractor Limitations."

**DEFINITIONS**

“State contractor” means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. “State contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Prospective state contractor” means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. “Prospective state contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a state contractor or prospective state contractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

“State contract” means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. “State contract” does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

“State contract solicitation” means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

“Managerial or discretionary responsibilities with respect to a state contract” means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

“Dependent child” means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

“Solicit” means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

“Subcontractor” means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. “Subcontractor” does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a subcontractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

**School Based Health Centers**

**Staffing Guidelines**

**STAFFING**

- A.** A center coordinator/manager with training and experience in health/mental health systems management, supervision and administration.
- B.** At least one masters-prepared advanced practice registered nurse (APRN) with experience serving the target population (including age and ethnicity), with appropriate clinical consultation and back-up or a certified physician assistant (PA) with appropriate physician supervision.
- C.** At least one clinically trained master's level social worker (MSW), licensed clinical social worker (LCSW) preferred, or licensed professional counselor (LPC) with expertise in working with the target population (including age and ethnicity) with LCSW supervision/consultation and back up. A marriage and family therapist (MFT) may be considered with clearly demonstrated expertise in working with the target population, with LMFT clinical supervision/ consultation and back up.
- D.** A medical director who must be a licensed physician with experience serving the target population and working with mid-level practitioners.
- E.** Support staff as needed, (i.e., clerical, receptionist, data entry professionals, etc.)
- F.** Additional health and/or allied health professionals as needed (i.e., nutritionist, substance prevention specialist, health educator, outreach worker, parent aid, medical assistant, psychologist, etc.)
- G.** If oral health/dental services are to be provided (optional), a licensed dental director and additional licensed dental providers, as needed.

**MINIMUM PRIMARY CARE SERVICES TO BE PROVIDED: (UTILIZATION OF CENTER SERVICES REQUIRES WRITTEN PARENTAL PERMISSION).**

- A. Physical Health/Medical Services:** Services must be provided in accordance with nationally recognized and accepted standards such as the American Academy of Pediatrics, "Guidelines for Health Supervision" or the Maternal Child and Health Bureau, (Health Resources & Services Administration (HRSA) and Health Care Financing Administration (HCFA)) "Bright Futures, Guidelines for Health Supervision of Infants, Children and Adolescents." Other nationally recognized and accepted standards may be utilized as a framework for professional practice with prior Department approval.
  - 1. Primary health care including:
    - a. Physical exams/health assessments/screenings for health problems
    - b. Diagnosis and treatment of acute illness and injury
    - c. Diagnosis and management of chronic illness
    - d. Immunizations
    - e. Health promotion and risk reduction
    - f. Nutrition and weight management
    - g. Reproductive health care
    - h. Laboratory tests
    - i. Prescription and/or dispensing of medication for treatment
  - 2. Referral and follow-up for specialty care that is beyond the scope of services provided in the SBHC.
  
- B. Mental Health/Social Services:** Services must be provided in accordance with nationally recognized and accepted standards such as the Child Welfare League of America or the National Association of Social Workers, Inc. Other nationally recognized and accepted standards may be utilized as a framework for professional practice with prior Department approval.
  - 1. Services:
    - a. Assessment, diagnosis and treatment of psychological, social and emotional problems
    - b. Crisis intervention

- c. Individual, family and group counseling or referral for same if indicated
  - d. Substance abuse and HIV/AIDS prevention
  - e. Risk reduction and early intervention services
  - f. Outreach to students at risk
  - g. Support and/or psycho-educational groups focusing on topics of importance to the target population
  - h. Advocacy and referral for such services as day care, housing, employment, job training, etc.
  - i. Consultation to school staff and parents regarding issues of child and adolescent growth and development
2. Referral and follow-up for care that is beyond the scope of services provided in the SBHC.

**C. Health Education Services:** Services should be supportive of existing (Local Education Agency) health education activities:

1. Consultation to school staff regarding issues of child and adolescent growth and development
2. School staff and parent training regarding issues of importance in target population
3. Individual and group health education
4. Classroom presentations

**D. Oral Health Services:**

1. Preventive services may include:
  - a. Screenings
  - b. Dental prophylaxis
  - c. Fissure sealants
  - d. Fluoride application
  - e. Sealant placement
  - f. Education
2. Referral and follow-up for care that is beyond the scope of services provided in the SBHC.

**PROPERTY ACCESS AGREEMENT (DRAFT)**

THIS AGREEMENT made as of XXXXXXXX XX, 2012 by and between the \_\_\_\_\_, Connecticut ("City" or "Licensor") and \_\_\_\_\_, a \_\_\_\_\_ organized under the laws of the State of \_\_\_\_\_, having a principal place of business at \_\_\_\_\_ ("Licensee"; the term Licensee shall also include representatives, agents, employees, contractors, occupants and tenants, as applicable).

WHEREAS, the Licensor has agreed to permit the Licensee to enter upon and perform certain services at those certain Licensor owned school properties identified in **Exhibit A, attached hereto and made a part hereof** (collectively the "Premises") in order to provide to youths and communities with school based health center services under contract with the State of Connecticut, Department of Public Health; and

WHEREAS, the Licensor has fee title ownership of the Premises, but the \_\_\_\_\_ (e.g., Board of Education, municipality, etc.) has the care, custody and control over the Premises for as long as they are utilized for educational purposes; and

WHEREAS, the Licensee has proceeded to submit a proposal dated \_\_\_\_\_ ("Proposal") to a State of Connecticut issued Request for Proposals dated \_\_\_\_\_ ("RFP"), the Licensee has completed the selection process and has been chosen as the appropriate respondent to perform the services contemplated therein and herein to provide school based health center services at the premises, and

WHEREAS the Licensee agrees to enter upon the Premises and perform those school based health center services in such manner and in such scope as are set forth in the RFP and Proposal, which are attached hereto and made a part hereof as **Exhibits A and B ("Scope of Activity")**, respectively at its sole expense and liability, subject to the terms and conditions set forth herein;

NOW, THEREFORE, the Licensor and the Licensee mutually agree as follows:

1. **Right of Entry.** The Licensor hereby grants to the Licensee, its representatives, agents, consultants and contractors a license to enter upon the Premises at the Licensee's sole risk and liability for the purposes set forth herein at the hours and times set forth in **Exhibit C**, attached hereto and made a part hereof.
2. **Term of Access.** The Premises will be available for the Scope of Activities for the days and times set forth in Exhibit C for a period of three and a half years, commencing January 1, 2013.
3. **Scope of Activity.** The Licensee may enter upon the Premises for the purposes of performing the Scope of Activity. At all times of Licensee's entry on the Premises pursuant to this agreement, it shall comply with all laws, regulations, ordinances, and Board of Education policies related to its entry upon and activities at the Premises.
4. **Indemnification and Insurance.**
  - (a) **Indemnification.** The Licensee agrees to defend, indemnify and hold harmless the Licensor, its elected officials, officers, department heads, employees and agents from and against any and all claims, liabilities, obligations, causes of action of whatsoever kind and nature for damages, including but not limited to damage to the Premises or other property, and costs of every kind and description arising from its entry upon the Premises, or arising from work or other activities conducted thereon, alleging but not limited to bodily injury, personal injury, property damage caused by the Licensee, **except** that the Licensee shall not be responsible or obligated for claims arising out of:
    - 1.) the sole proximate cause of the Licensor, its elected officials, officers, department heads, employees or agents, or its predecessors in interest in the Premises, or
    - 2.) the prior existence of environmentally contaminated conditions of the Premises.
  - (b) **Insurance requirements:** The following insurance coverage is required to be produced to the Licensor and maintained by the Licensee at its own expense. It is further understood that the Licensee shall require similar coverage, as appropriate, from every contractor and subcontractor in any tier, as the case may be, or any other person by reason of the license conferred by this agreement that may enter onto or occupy the Premises on behalf of the Licensee. All non-standard endorsements and provisions shall be disclosed in advance in writing to the Licensor. The Licensee shall procure at a minimum, present to the Licensor, and maintain in effect for the duration of this agreement without interruption and for one year after the Licensee's last activity at the Premises, the insurance coverage identified below, with deductibles approved in advance by the Licensor, from insurers licensed to conduct business in the State of Connecticut and having a Moody's or Best's financial rating of A + 15, or coverage otherwise acceptable to the City. The Licensee will not enter upon the Premises or commence any work or other activity until the required insurance is purchased, submitted to and approved by the Licensor.
  - (c) **Comprehensive General Liability** (occurrence form) naming the Licensor as an additional insured and insuring against claims or suits brought by members of the public alleging bodily injury or personal injury or property damage and claimed to have arisen out of operations conducted under this agreement. Coverage shall be broad enough to include blanket contractual liability, premises and operations, contingent liability, contractual liability, broad form property damage and personal injury, political risk, care, custody and control, with limitations of \$1,000,000 for each occurrence/aggregate with a combined single limit for bodily injury, personal injury and property damage. Exclusions for independent contractors, employees, and care, custody and control will be

removed. The Licensee or its agent shall inform the Licensor in advance of any unusual endorsements or policy provisions that may be part of the insurance contract(s).

- (d) **Comprehensive Automobile Liability** insuring against claims or suits brought by members of the public alleging bodily injury, personal injury or property damage, and uninsured motorist and claimed to have arisen out of the use of owned, hired or non-owned vehicles in connection with business naming the Licensor as an additional insured. This policy will include endorsements providing coverage for mobile equipment and employer equipment not owned and hired. Coverage will be broad enough to include contractual liability, with limitations of \$1,000,000 for each occurrence/aggregate with a combined single limit for bodily injury, personal injury and property damage.
- (e) **Workers' Compensation** insuring in accordance with statutory requirements, including voluntary compensation, broad form all states endorsement, employer's liability insurance and occupational disease insurance in order to meet obligations towards employees in the event of injury or death sustained directly or indirectly in the course of employment. Liability for employee suits shall not be less than \$500,000 per claim.
- (f) **Owner's Protective Liability** to the extent the work under the contract is sublet to others, the Licensee will purchase and maintain such insurance naming the Licensor as additional insured.
- (g) **Property Damage** insuring against direct damage loss to buildings, structures or improvements covering the interest of the Licensor, the Licensee, its contractors and subcontractors and parties having an interest therein. The Licensor shall be named as loss payee as its interests may appear.
- (h) **General requirements.** All policies shall include the following provisions:

Cancellation notice—The Licensor shall be entitled to receive from the insurance carriers not less than 30 days' written notice of cancellation or nonrenewal.

Certificates of Insurance—All policies will be evidenced by an original certificate of insurance on an ACORD-25S form authorized by and executed with the original signature or original stamp of the insurer or a properly-authorized agent or representative reflecting all coverage required and delivered to the Licensor prior to any work or other activity commencing under this agreement.

Additional insured—The Licensee shall ensure that the Licensee and its contractors and subcontractors will arrange with their respective insurance agents or brokers to name the Licensor, its elected officials, officers, department heads, employees and agents on all policies of primary and excess insurance coverage as additional insured parties except for any errors and omissions insurance coverage or workers' compensation coverage, and shall name the Licensor as loss payee with respect to any damage to property of the Licensor, as its interests may appear. The undersigned shall submit to the Licensor upon commencement of this agreement and periodically thereafter, but in no event less than once during each year of this agreement, evidence of the existence of such insurance coverage in the form of original Certificates of Insurance issued by reputable insurance companies licensed to do business in the State of Connecticut and having Best's or Moody's A + 15 financial ratings, or coverage otherwise acceptable to the Licensor. Such certificates shall designate the Licensor name, address, purchasing agent or official designee.

The coverage afforded to the Licensor shall be primary insurance. If the Licensor has other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the contractor's liability under any insurance shall not be reduced by the existence of such other insurance. The coverage afforded to the additional insured shall not apply to the sole negligence of the additional insured.

The cost of all deductibles on any policy of insurance to be purchased by the Licensee will be borne by the Licensee.

All policies, endorsements, certificates and other evidence of insurance shall be subject to the review and satisfaction of the Licensor.

- 5. **Remedies for Default.** If, after the Licensee has entered the Premises pursuant to the license granted by this agreement, the Licensee fails for any reason to restore the Premises to the general condition it was in prior to Licensee's entry immediately but in any event no later than thirty (30) days after written notice from the Licensor, the Licensee shall be liable for all costs and expenses, including attorneys' fees, incurred by the Licensor in restoring the Premises.
- 6. **Condition of Premises.** The Licensee shall not direct any deterioration or waste to be committed at the Premises. The Licensee shall return the Premises to at least the same general condition in which the Premises was found when the Licensee commenced its entry pursuant to this agreement. If Licensee shall not remove itself from the Premises in accordance with this agreement, title to all installations and improvements, if any, made by the Licensee to the Premises, upon installation thereof, shall become the sole property of the Licensor unless otherwise stated herein. The Licensee shall not permit any mechanic's lien, charge, or encumbrance to be placed upon the Premises in connection with, or during its entry of the Premises under this agreement.

7. **Resolution of Disputes and Choice of Law.** The parties agree that all disputes between them arising under this agreement or involving its interpretation, if they cannot be first resolved by mutual agreement, are subject to the following dispute resolution procedure:
- (a) **Initiation of Dispute Resolution Process.** In the event that a dispute is not resolved after good faith effort to arrive at a mutual agreement, either party may send written notice to the other, in the manner specified for giving notice in this agreement, that a dispute continues to exist. The party giving such notice shall also forward a copy to the Licensor Director, [name of Department] ("**Director**"), In care of the [name of Department], [address], Licensor address. The notice shall set forth the nature of the dispute, the notifying party's position statement, and copies of documents supporting its position regarding the dispute. Within seven (7) calendar days after the date such notice is given, the other party shall file its position statement and supporting documents to the Director. Within five (5) working days after receipt of such reply, the Director shall review the matter, issue a written determination ("**Determination**"), and mail a copy thereof to the parties. The Director may reach a Determination with or without a face-to-face meeting with the parties and with or without testimony of witnesses, in his/her sole and absolute discretion.
  - (b) **Mediation.** If either party objects to the Determination, such party shall commence non-binding mediation before the American Arbitration Association ("AAA"), or similar mediation organization selected by the Licensor in the Licensor's sole discretion within thirty (30) days after the date of the Determination. The Licensor shall determine whether such mediation will be conducted in accordance with AAA mediation rules then in effect or another entity's mediation rules. Such mediation will be held in Licensor's municipality. Each party shall bear the cost of its respective counsel and one-half of the administrative costs of such mediation, including but not limited to the mediator's fees and expenses. Failure by either party to file for mediation within such 30-day period shall be deemed a waiver by both parties of their respective right to appeal such Determination, in which event such Determination shall be final and enforceable in any court having jurisdiction over the parties.
  - (c) **Arbitration, or Litigation at City's Option.** If mediation does not resolve the dispute, either party may submit such dispute to the AAA, or similar alternate dispute resolution entity selected by the Licensor in the Licensor's sole discretion. The Licensor shall determine whether such arbitration will be conducted pursuant to the AAA construction rules of arbitration then in effect or by the rules of another entity. Notwithstanding the parties' respective rights to seek arbitration of the dispute, the Licensor shall have the independent right, exercisable within sixty (60) days after any arbitration is commenced, in its sole and absolute discretion, to seek resolution of the dispute in a court of law having jurisdiction over the parties, in which event, resolution of the dispute by arbitration shall be deemed waived by the parties, any pending arbitration shall be deemed stayed, and the decision of the court having jurisdiction over the parties to which the dispute is submitted by the Licensor shall be final and binding upon the parties. If the Licensor either (a) initiates arbitration or (b) does not move to stay an arbitration initiated by the other party within such 60-day period, the dispute shall be resolved by arbitration.
  - (d) **Arbitration Process.** Arbitration shall be held before a 3-member panel of arbitrators, unless the parties mutually agree to a single arbitrator, all of whom shall be residents of, or permanently employed in, the State of Connecticut. All arbitrators must have a minimum of ten (10) years' current experience in their profession or occupation, a minimum of ten (10) years' of relevant demonstrated experience, and a level of dispute resolution training commensurate with the nature and value of the dispute. The dispute resolution organization shall submit one or more lists containing a minimum of fifteen (15) potential panelists who are duly-qualified. If the parties cannot agree to a panel after three (3) lists have been provided, the selection of arbitrators shall be submitted to the chief **administrative** judge of the State Superior Court located near the Licensor's location for resolution. The arbitration shall be held in the Licensor's municipality and any award rendered shall be final and binding upon the parties and enforceable in a court of competent jurisdiction. Upon the request of either party, the dispute may be determined by any expedited procedure of the AAA then in effect or expedited procedure of another alternate dispute resolution entity then in effect, if the nature and amount of such dispute warrants resolution by an expedited procedure under the AAA's or such entity's rules. The parties shall be entitled to full and fair discovery of documents and information necessary for the defense or prosecution of their respective claims, provided that such discovery is not unduly burdensome, unduly costly, prejudicial or violative of a party's right to withhold confidential information such as attorney/client privileged communications and work product. In the conduct of the proceedings, the parties may vary the selected rules of administration by mutual agreement, but will give due consideration of the panel's suggestions of varying the procedure in the interests of expedited resolution of the dispute. The parties shall specify the manner and breakdown of the panel's award. The panel shall have authority, in its sole discretion, to award reasonable attorneys' fees and costs to the prevailing party. If the award does not contain an award of attorneys' fees and/or costs, each party shall bear the cost of its respective counsel, and one-half of the administrative costs of such arbitration, including but not limited to the arbitrators' fees and expenses (except filing fees for demands and counterclaims, which shall be borne by the party initiating such demand or counterclaim). THIS AGREEMENT SHALL BE DEEMED TO MODIFY THE ARBITRATION RULES OF THE ORGANIZATION SELECTED BY THE LICENSOR, WHOSE RULES SHALL BE DEEMED SUBORDINATE TO THIS AGREEMENT, AND THE ARBITRATION OF THE DISPUTE SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE SUBSTANTIVE LAWS OF THE STATE OF CONNECTICUT. ANY AWARD THAT IS NOT RENDERED IN COMPLIANCE WITH PREVAILING CONNECTICUT LAW AT THE TIME THE AWARD IS RENDERED SHALL BE DEEMED VIOLATIVE OF PUBLIC POLICY AND MAY BE APPEALED TO A COURT OF COMPETENT JURISDICTION OVER THE PARTIES AS AN INDEPENDENT GROUND FOR APPEAL.

- (e) **Joinder in Other Proceedings.** The Licensor reserves the right to require the joinder and participation of the other party to this agreement in any other arbitration or litigation involving a claim by another party that relates to the subject matter set forth in this agreement and, reserves the additional right, if necessary or desirable in the Licensor's sole determination, to join or implead the other party to this agreement into such arbitration or litigation when doing so is deemed by the Licensor to be in its best interests.

THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE SUBSTANTIVE LAWS OF THE UNITED STATES AND THE STATE OF CONNECTICUT.

**LICENSOR**

By: \_\_\_\_\_  
Name:  
Title:

**LICENSEE**

By: \_\_\_\_\_  
Name:  
Title:

**PRELIMINARY REVIEW TEAM TECHNICAL CRITERIA WORKSHEET**

Applicant: \_\_\_\_\_

**Criteria:** \_\_\_\_\_ **Maximum Points** **Bidder's Points**

<p><b>Organizational Profile:</b> The extent to which the applicant has provided and/or demonstrated:</p> <ul style="list-style-type: none"> <li>• How the SBHC fits into the mission of their organization.</li> <li>• Experience providing like services (medical, mental health and oral health services) with similar mission to children and adolescents over the past three years.</li> <li>• Experience managing and supervising staff in multiple clinical locations.</li> <li>• Providing preventive services (e.g., nutrition, substance abuse, domestic violence, teen pregnancy prevention, etc.) to individuals and groups.</li> <li>• Capacity to provide interpretation in the context of clinical care as part of core SBHC services.</li> <li>• Experience with your community and in collaborative projects in the cities/towns in which you serve. Include plans to collaborate with other agencies and/or subcontractors to provide comprehensive services.</li> <li>• Letters of support, access, collaboration, and commitment documenting evidence of community and administrative support.</li> <li>• Data as evidence to demonstrate the community need for services.</li> <li>• How the proposal will provide services within Alliance School Districts, within Reform Districts, within Alliance Districts where there are currently no state SBHC funded clinics, and for the schools in greatest need of support.</li> <li>• Complete Cover Sheet and Applicant Information Form.</li> </ul>	<p><b>20</b></p>	
<p><b>Services Requirements - Scope of Services:</b> The extent to which the applicant has provided and/or demonstrated:</p> <p><b>Service Program Coordination:</b></p> <ul style="list-style-type: none"> <li>• Hours of operation for each site</li> <li>• Capacity to ensure services are available during the summer for children in need of services</li> <li>• Service models for the delivery of primary care, mental health, and preventive dental health services at each site</li> <li>• Coordination of SBHC activities with other school health programs and other health and support services for students</li> <li>• Coordination with school nurse, school health coordinator and/or other school personnel such as social workers, school psychologist or counselors</li> <li>• The standardized tool to screen for risk factors and, for students identified as at high risk academic failure, the implementation of targeted interventions and coordinated treatment strategies that support school success.</li> </ul> <p><b>Quality Assurance Plan:</b></p> <ul style="list-style-type: none"> <li>• Measure and improve quality that addresses the outcomes of services to be provided and faculty, student and parental satisfaction; adherence to best practice standards in all clinical disciplines; opportunities for improvement; actions that will be taken to resolve identified problems and improve quality of care to be provided; a site specific Child Health Results Based Accountability Report Card based upon the outcome measures determined by the Department</li> <li>• Community outreach and marketing the services to youth and families</li> <li>• Address health equity in community</li> </ul> <p><b>Collaborations/Community linkages:</b></p> <ul style="list-style-type: none"> <li>• Describe how you will conduct community outreach and include methods to be used in marketing the services to youth and families.</li> <li>• Describe how you will address health equity in the community.</li> <li>• Identify health care providers demonstrating past collaboration and intent to provide during and after-hours resources and care to students and their families in the SBHC clinic setting and from those who agree to accept referrals from the SBHC (the list should include providers to address acute or complex problems, as well as after-hours care needs such as for acute care, mental health professionals, family/social services, dental health professionals, specialists, etc.)</li> <li>• Plan to establish and maintain cooperative working relationships with the BOE, school personnel, community-based providers, parents and the community.</li> <li>• Plan to establish and maintain a broad-based diverse SBHC Advisory Committee to advise and assist in the development and operation of the SBHC Program.</li> <li>• Letters of support from Superintendent of Schools in the Alliance district and Principal of the school hosting the SBHC.</li> </ul>	<p><b>30</b></p>	

<p><b>Staffing Requirements – Implementation Plan:</b> The extent to which the applicant has obtained and/or demonstrated:</p> <ul style="list-style-type: none"> <li>• The capacity to serve students at proposed schools</li> <li>• Licensure for each site to meet proposed deadlines</li> <li>• Compliment with HIPAA regulations</li> <li>• Staffing plan for personnel and support staff at each site, with identification of staff providing supervision, oversight and coordination of services</li> <li>• Identify and describe roles of staff that will be utilized to provide services in proposed model (medical director, nurse practitioner, physician assistant, coordinator, medical assistant, social worker, outreach worker, dental hygienist, etc.)</li> <li>• Plan and timeline for hiring and training staff to meet requirements of the program</li> <li>• Job descriptions and resumes of all professional staff</li> <li>• Plan for staff training and maintaining clinical and cultural competencies</li> <li>• Education, expertise and experience of all staff positions</li> <li>• Plan for participation in Medicaid and contracting with insurance providers</li> <li>• Plan for a time table for January 1, 2013 to June 30, 2014 that specifically outlines planned services/activities for the implementation of proposed services/activities</li> <li>• Evidence that the applicant will utilize small and minority businesses whenever feasible and appropriate in the purchase of supplies and services.</li> </ul>	<b>10</b>	
<p><b>Data and Technology Requirements:</b> The extent to which the applicant demonstrates and describes:</p> <ul style="list-style-type: none"> <li>• Policies and procedures developed to ensure confidentiality and privacy in the storage and transfer of health records (including electronic records);communicating health information related to referring students to other providers including the child’s primary care provider, or for additional services, and regular collaboration with a physician advisor</li> <li>• Secure communications with related primary care providers, additional services and physician advisors</li> <li>• Ability and experience with collecting and managing data that will manage patient information</li> <li>• Experience and capacity to collect and analyze electronic data and plans regarding Electronic Medical Records.</li> </ul>	<b>10</b>	
<p><b>Workplan:</b> The extent to which the applicant demonstrates a:</p> <ul style="list-style-type: none"> <li>• Workplan on form provided in Section IV Attachments with measureable objectives describing tasks to be performed, deliverables, and timelines, including a project start date, utilizing SMART objectives (<b>S</b>pecific, <b>M</b>easureable, <b>A</b>chievable, <b>R</b>ealistic, and <b>T</b>ime-bound).</li> </ul>	<b>5</b>	
<p><b>Financial Profile:</b> The extent to which the applicant demonstrates and/or describes:</p> <ul style="list-style-type: none"> <li>• Operation as a not-for-profit provider</li> <li>• Annual budget and revenues</li> <li>• Financial standing</li> <li>• Billing capacity, financial management systems, control procedures, and Medicaid and third party reimbursement.</li> <li>• Existing contracts with State health insurance serving the community and plan for investing reimbursements in the SBHC Program</li> <li>• Policies and procedures that minimize or eliminate co-pays</li> <li>• Sustainability Plan detailing how services will be provided and eventually sustained with resources outside of state funding</li> </ul>	<b>10</b>	
<p><b>Budget Requirements – Budget and Budget Narrative:</b> The extent to which the applicant provides and demonstrates:</p> <ul style="list-style-type: none"> <li>• Completed, required budget forms (Section V Attachments) including, where applicable, subcontractor(s) budgets, and budget narratives</li> <li>• The subcontractor(s) (where applicable) FEIN, contact person, title, phone, Fax, e-mail, services to be provided, oversight, cost and term.</li> <li>• A minimum of 25% matching funds (in-kind) to support activities.</li> </ul>	<b>10</b>	
<p><b>Appendices:</b> The extent to which the applicant provides the necessary supporting documentation required by the RFP.</p> <ul style="list-style-type: none"> <li>• Letters of support/collaboration</li> <li>• Property Access Agreement</li> </ul>	<b>5</b>	
<b>TOTAL</b>	<b>100</b>	

Applicant: \_\_\_\_\_

## Schools in Greatest Need of Support

Dist_nam	Schl_nam	Dist_nam	Schl_na
ANSONIA	ANSONIA HIGH SCHOOL	HARTFORD	ASIAN STUDIES ACAD
BLOOMFIELD	BLOOMFIELD HS	HARTFORD	BATCHELDER SCH
BRIDGEPORT	BARNUM SCH	HARTFORD	BREAKTHROUGH 2
BRIDGEPORT	BASSICK HIGH SCHOOL	HARTFORD	BULKELEY HS LOWER
BRIDGEPORT	BEARDSLEY SCH	HARTFORD	BURNS ACAD
BRIDGEPORT	BLACK ROCK SCH	HARTFORD	BURR SCH
BRIDGEPORT	BLACKHAM SCH	HARTFORD	CLARK SCH
BRIDGEPORT	BRYANT SCH	HARTFORD	CULINARY ARTS ACAD
BRIDGEPORT	CENTRAL HIGH SCHOOL	HARTFORD	DR JOSEPH BELIZZI
BRIDGEPORT	CESAR BATALLA	HARTFORD	HIGH SCHOOL, INC.
BRIDGEPORT	COLUMBUS SCH	HARTFORD	HPHS ACAD. ENG. GR
BRIDGEPORT	CROSS SCH	HARTFORD	HPHS LAW GOV. ACAD.
BRIDGEPORT	CURIALE SCH	HARTFORD	HPHS NURSING ACAD.
BRIDGEPORT	DUNBAR SCH	HARTFORD	IB GLOBAL COMM ACAD
BRIDGEPORT	EDISON SCH	HARTFORD	JOURNALISM MEDIA HS
BRIDGEPORT	HALL SCH	HARTFORD	KENNELLY SCH
BRIDGEPORT	HALLEN SCH	HARTFORD	M D FOX COMPACT SCH
BRIDGEPORT	HARDING HIGH SCHOOL	HARTFORD	M L KING SCH
BRIDGEPORT	HOOKER SCH	HARTFORD	MCDONOUGH SCH
BRIDGEPORT	JOHNSON SCH	HARTFORD	MILNER ACAD
BRIDGEPORT	LONGFELLOW SCH	HARTFORD	MOYLAN SCH
BRIDGEPORT	LUIS MUNOZ MARIN	HARTFORD	NAYLOR SCH
BRIDGEPORT	READ SCH	HARTFORD	OPPORTUNITY HS
BRIDGEPORT	ROOSEVELT SCH	HARTFORD	PARKVILLE COMMUNITY
BRIDGEPORT	TISDALE SCH	HARTFORD	PATHWAYS TO TECH MAG
BRIDGEPORT	WALTERSVILLE SCH	HARTFORD	RAWSON MIDDLE GRADES
BRISTOL	CLARA T OCONNELL	HARTFORD	RAWSON SCH
DANBURY	DANBURY HIGH SCHOOL	HARTFORD	SANCHEZ SCH
DERBY	DERBY HIGH SCHOOL	HARTFORD	SAND SCH
DERBY	IRVING SCH	HARTFORD	SIMPSON-WAVERLY SCH
EAST HARTFORD	ANNA E NORRIS SCH	HARTFORD	WEST MS
EAST HARTFORD	DR JOHN A LANGFORD	HARTFORD	WISH SCH
EAST HARTFORD	EAST HARTFORD HS	MANCHESTER	VERPLANCK SCH
EAST HARTFORD	FRANKLIN H MAYBERRY	MERIDEN	FRANCIS T MALONEY
EAST HARTFORD	HOCKANUM SCH	MERIDEN	HANOVER SCH
EAST HARTFORD	JOSEPH O GOODWIN	MERIDEN	JOHN BARRY SCH
EAST HARTFORD	ROBERT J O BRIEN	MERIDEN	ORVILLE H PLATT HS
EAST HARTFORD	SILVER LANE SCH	MERIDEN	WASHINGTON MS
EAST HARTFORD	STEVENS SCHOOL	NAUGATUCK	CENTRAL AVENUE SCH
EAST HAVEN	GROVE J TUTTLE SCH		
EAST HAVEN	MOMAUQUIN SCH		
HAMDEN	CHURCH STREET SCH		
HAMDEN	RIDGE HILL SCH		

## Schools in Greatest Need of Support

Dist_nam	Schl_na	Dist_nam	Schl_na
NEW BRITAIN	CHAMBERLAIN SCH	NEW LONDON	BENNIE DOVER JACKSON
NEW BRITAIN	DILORETO MAGNET SCH	NEW LONDON	HARBOR SCH
NEW BRITAIN	GAFFNEY SCH	NEW LONDON	JENNINGS SCH
NEW BRITAIN	HOLMES SCH	NEW LONDON	NEW LONDON HS
NEW BRITAIN	JEFFERSON SCH	NEW LONDON	WINTHROP SCH
NEW BRITAIN	LINCOLN SCH	NORWICH	JOHN B STANTON SCH
NEW BRITAIN	NEW BRITAIN HS	NORWICH	JOHN M MORIARTY SCH
NEW BRITAIN	NORTHEND SCH	NORWICH	THAMES RIVER ACADEMY
NEW BRITAIN	PULASKI MS	NORWICH	THOMAS W MAHAN SCH
NEW BRITAIN	ROOSEVELT MS	NORWICH	UNCAS SCH
NEW BRITAIN	SLADE MS	NORWICH	VETERANS MEMORIAL
NEW BRITAIN	SMALLEY ACADEMY	NORWICH	WEQUONNOC SCH
NEW BRITAIN	SMITH SCH	PUTNAM	PUTNAM HIGH SCHOOL
NEW BRITAIN	VANCE SCH	STAMFORD	STAMFORD HIGH SCHOOL
NEW HAVEN	AUGUSTA LEWIS TROUP	WATERBURY	BUCKS HILL SCH
NEW HAVEN	BARNARD ENV MAGNET	WATERBURY	BUNKER HILL SCH
NEW HAVEN	BEECHER SCH	WATERBURY	CARRINGTON SCH
NEW HAVEN	BENJAMIN JEPSON	WATERBURY	CROSBY HIGH SCHOOL
NEW HAVEN	BISHOP WOODS SCH	WATERBURY	DRIGGS SCH
NEW HAVEN	CELENTANO SCH	WATERBURY	DUGGAN SCH
NEW HAVEN	CLEMENTE LEADERSHIP	WATERBURY	GILMARTIN SCH
NEW HAVEN	CLINTON AVENUE SCH	WATERBURY	HOPEVILLE SCH
NEW HAVEN	COLUMBUS FAMILY ACAD	WATERBURY	JOHN F KENNEDY HS
NEW HAVEN	DOMUS ACADEMY	WATERBURY	NORTH END MS
NEW HAVEN	EAST ROCK COMM MAG	WATERBURY	SPRAGUE SCH
NEW HAVEN	FAIR HAVEN	WATERBURY	WALSH SCH
NEW HAVEN	HILL CENTRAL MUSIC	WATERBURY	WEST SIDE MS
NEW HAVEN	HS IN THE COMMUNITY	WATERBURY	WILBY HIGH SCHOOL
NEW HAVEN	HYDE LEADERSHIP	WATERBURY	WILSON SCH
NEW HAVEN	JAMES HILLHOUSE HS	WEST HAVEN	FOREST SCH
NEW HAVEN	JOHN S MARTINEZ SCH	WEST HAVEN	SAVIN ROCK COMMUNITY
NEW HAVEN	KATHERINE BRENNAN/CL	WEST HAVEN	WEST HAVEN HS
NEW HAVEN	KING ROBINSON MAGNET	WINDHAM	NATCHAUG SCH
NEW HAVEN	LINCOLN BASSETT SCH	WINDHAM	W B SWEENEY SCH
NEW HAVEN	METROPOLITAN BUSINES	WINDHAM	WINDHAM CENTER SCH
NEW HAVEN	MICROSOCIETY MAGNET	WINDHAM	WINDHAM HIGH SCHOOL
NEW HAVEN	NEW HAVEN ACADEMY	WINDHAM	WINDHAM MS
NEW HAVEN	TRUMAN SCH		
NEW HAVEN	WEXLER GRANT		
NEW HAVEN	WILBUR CROSS HS		