



United Way of Connecticut

## REQUEST FOR PROPOSAL (RFP) FOR IMPLEMENTATION OF REGION 4 STAFFED FAMILY CHILD CARE NETWORK

This RFP is distributed by: United Way of Connecticut, Inc. October 19 2022

The Request for Proposal is available in electronic format on <https://resources.211childcare.org/sfccn/>

RFP NAME: SFCCN Region 4

Official Contact:

Name: Valerie Grant

Other: Sherri Sutera

Address: 1344 Silas Deane Hwy

Rocky Hill CT 06067

Phone: 860-571-6876

Email: [SFCCN@ctunitedway.org](mailto:SFCCN@ctunitedway.org)

Website: <https://resources.211childcare.org/sfccn/>

RESPONSES MUST BE RECEIVED NO LATER THAN

Thursday November 3, 2022

5:00 PM EST

**Legal Notice**

UWC, Inc. is an Equal Opportunity/Affirmative Action Employer

The UWC, Inc. reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the UWC, Inc.

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## I. General Information

### A. Introduction

**RFP Name:** SFCCN Region 4

**RFP Purpose:** The United Way of Connecticut, Inc is seeking proposals from parties interested in implementing a Regional Staffed Family Child Care Network for Region 4. Family Child Care Networks are designed to support family child care providers by providing resources on quality child care, quality improvement opportunities, and peer to peer support. Family Child Care Networks offer providers opportunities to develop long term professional relationships and promote a group identity that aids in reducing the isolation many family child care providers experience. Family Child Care Networks provide support for improving practices, obtaining professional development, and attaining national accreditation. Family Child Care Networks work to increase membership in the network, and to increase the number of licensed family child care providers in their communities.

### B. Instructions

**Official Contact:** The individuals below are the Official Contacts for this procurement

Name: Valerie Grant

Name: Sherri Sutera

Address: United Way of Connecticut, 1344 Silas Deane Hwy, Rocky Hill CT 06067

Phone: 860-571-6876

Email: [SFCCN@ctunitedway.org](mailto:SFCCN@ctunitedway.org)

Please ensure that email screening software recognizes and accepts emails from the Official Contacts.

All RFP inquiries must be made in writing to [SFCCN@ctunitedway.org](mailto:SFCCN@ctunitedway.org) Deadline for submission of questions is October 24, 2022. Questions and answers will be posted to website <https://resources.211childcare.org/sfccn/> October 25, 2022

### C. RFP Information

The RFP, any 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 location:

<https://resources.211childcare.org/sfccn/>

#### D. Procurement Schedule

Dates after the due date for proposals are non-binding target dates only (\*). The UWC, Inc. may amend the schedule as needed. Any change to non-target dates will be made by means of an amendment to this RFP and will be posted on the internet at the following location:

<https://resources.211childcare.org/sfccn/>

Event	Date
RFP Published	October 19 2022
Optional Letter of Intent Due	October 24 2022
Deadline for Submission of Questions	October 24, 2022
Questions and Answers Posted to Website	October 25, 2022
Deadline for Receipt of Proposals	November 3, 2022
Notification of Intent to Award*	November 18, 2022
Contract Negotiations *	November 18, 2022
Announcement of Contractors (s) *	November 22, 2022
Start of Contract	December 1 2022

#### E. Contract Award Amount

The UWC, Inc. anticipates the following:

Total Funding Available: \$357,858.33

Contract Terms: December 1, 2022 – December 31, 2024

#### F. Eligibility

Applications will be accepted from private and public agencies in good standing with the State of Connecticut. A current investigation of Medicaid fraud or a judgment involving Medicaid fraud within the past five (5) years excludes a contractor from participation. Proposals from applicants who appear on the United States General Services Administration Excluded Parties List, or the State Debarred Contractors List will not be considered. Consideration will be taken for applicants whose agency has required one or more corrective action plans in the past two years. Such applicants are not automatically ineligible, but it may be a factor depending on circumstances. Public or private organizations, for-profits, non-profit legally registered with CT Secretary of State are eligible to apply. Respondents claiming non-profit status must provide proof of non-profit status, such as a copy of the Internal Revenue Service (IRS) determination letter.

#### G. Letter of Intent

A Letter of Intent (LOI) is encouraged but not required. 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 email by the date established in the schedule. The LOI must identify the sender, including name, postal address, telephone number, and email address.

## **H. Inquiry Procedures**

All questions regarding the RFP must be directed in writing to the Official Contact before the deadline specified in the schedule. Early submission is encouraged. Questions will not be accepted or answered verbally. All properly submitted questions received before the deadline will be answered. UWC, Inc. will not answer questions when the source is unknown. The UWC, Inc. may combine similar questions and give only one answer. UWC, Inc. will release the answers to questions on the date established on the Schedule by posting to the 211CC website <https://resources.211childcare.org/sfccn/>. The UWC, Inc. will post any amendments to this RFP on the 211Child Care website <https://resources.211childcare.org/sfccn/>

## **I. Proposal Due Date and Time**

The Official Contacts are the only authorized recipients of the proposal submitted in response to this RFP. Proposals must be received by the Official Contacts on or before the due date and time: November 3, 2022 500 PM EST.

An acceptable submission must include the following:

One (1) conforming electronic copy of the original proposal. The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Evaluation Committee.

**The electronic copy of the proposal must be uploaded on the designated webpage of the 211 Child Care website. The designated webpage is: <https://resources.211childcare.org/rfp-upload/>.**

The upload form on the webpage will be open on October 19 14 2022, through November 3, 2022. The main body should be submitted as a PDF, while the budget template should be submitted as a spreadsheet. Required forms and appendices may be scanned and submitted as PDFs at the end of mail proposal. Please consolidate the main proposal body and attachments into a single PDF file or as few files as possible. Be sure that each file submitted with your proposal is appropriately titled with your organization name and an indicator of the content. For example, if you are submitting the main body and attachments as one file, an appropriate file name would be "ORGNOME\_FULLPROPOSAL" and the budget file name would be "ORGNOME\_BUDGET."

Please ensure the entire upload is less than 50MB as this reflects server limitations. Respondents should work to ensure that there are not additional IT limitations from the provider side.

## **II. Purpose of RFP and Scope of Services**

### **A. UWC, Inc. Overview**

The United Way of Connecticut, Inc. has demonstrated commitment to the early childhood field since 1986, when we established Child Care Infoline as a resource and referral service for parents and guardians, offering families a centralized resource for accessing and identifying quality early care and education resources and child development information.

The United Way of Connecticut, Inc. has organizational expertise in the early childhood and early care system. Our early childhood work encompasses experience leveraging technology to support early child care and education providers. We are a leader in developing innovative solutions to help families and providers connect with services and resources. We have significant experience in contract management in collaboration with public sector partners.

The United Way of Connecticut, Inc. has adopted cultural humility and equity framework to advance equality for all Connecticut residents. We unequivocally denounce racism and ethnic discrimination in all forms, and we remain committed to building a future of greater opportunity and true equity for all people living in our communities. We act by tackling the structural barriers to equity from past and present systemic racism that have impeded the health, safety, and wellbeing of traditionally marginalized people.

As the Staffed Family Child Care Network Hub, The United Way of Connecticut, Inc. will provide facilitative leadership to connect network services that are currently being offered independently across networks. The Staffed Family Child Care Network Hub will work to ensure that Connecticut's family child care system develops equitably and consistently across the state to solidify the state's family child care system.

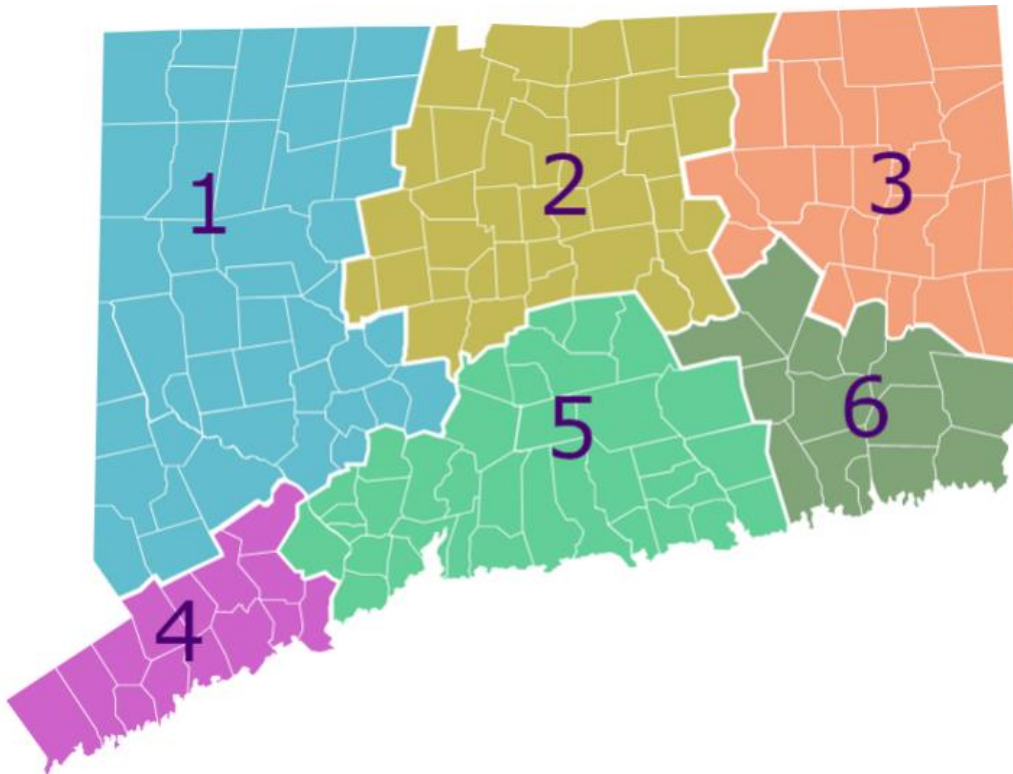
### **B. Background and Problem Statement**

Since 2018, the Office of Early Childhood has contracted with local nonprofit organizations to organize and operate regional, community-based family child care networks. Staffed Family Child Care Network (SFCCN) operators recruit state licensed home-based family child care providers and individuals interested in becoming licensed family child care providers as members. Network operators also develop and implement services for their members. These SFCCN add a needed layer of systemic capacity and help cultivate the conditions to increase the supply of infant and toddler care; improve the quality of licensed home-based child care; expand the options available to working parents; and alleviate the social isolation, lack of professional training, and inadequate compensation that many FCC providers face.

The currently funded SFCCN include small to medium sized nonprofit organizations and school based family resource centers, each with its own strengths and specialties. This can lead to some irregularity between the services and opportunities available to family child care Provider Members at different networks. The United Way of Connecticut, Inc is committed to ensuring that Connecticut's family child care system develops equitably and consistently. All family child care providers should receive a broad spectrum of consistent and quality support services. SFCCNs will now launch as a Regional Network led by the UWC Inc. The UWC Inc. will contract directly with Regional Networks and regularly convene to plan, coordinate and deliver services systematically. The primary role of the SFCCNs will be to recruit family child care providers to join their network, manage member relations, organize, and facilitate regular community of practice meetings with their members, determine what supports are needed of their members and arrange for professional development, technical assistance, and coaching opportunities

### C. Project Design

The Staffed Family Child Care Network Hub has defined (6) regions as seen on map below. The application for Regional Network 4 must include a plan to provide services for the entire region, including through use of subcontractors, as needed to ensure complete regional coverage.



UWC, Inc. plans to contract with one (1) vendor for the designated geographical service delivery area Region 4 to provide access to SFCCN services statewide. The funding level is derived based on the number of licensed family child care providers in the geographical region identified.

Proposed Fee Schedule. All fees, services, and time frames will be negotiated and agreed upon prior to execution of a contract awarded under this RFP. The pricing model is as follows:

#### Region 4:

Year 1: December 1 2022 – December 31, 2022	\$14,314
Year 2: January 1 2023 – December 31 2023	\$171,772
Year 3: January 1 2024 – December 31, 2024	\$171,772

**Cost Standards:** Respondents’ budget and planned expenditures for this RFP must comply with the cost standards published by the State of Connecticut Office of Policy and Management. The cost standards are available online at <https://portal.ct.gov/-/media/OPM/POSCostStandards101816pdf.pdf?la=en>

As this contract is primarily funded through federal grants, respondents are also required to adhere to standards prescribed by the Federal Office of Management and Budget Cost Principles, which can be

found online at: <https://www.federalregister.gov/agencies/management-and-budget-office>

In order to comply with State & Federal requirements, awarded providers must maintain separate accounting/cost centers for State and Federal funding using generally accepted accounting practices. UWC, Inc. will reach out to the selected contractor about allowable expenditures.

In addition to required compliance with the published cost standards, respondents are advised that a responsive budget must limit annual administrative costs to 10% of the total budget.

Per OPM Cost Allocation guidelines, unused/unexpended UWC, Inc. contract funding at the end of the State Fiscal Year (SFY) has to be returned to UWC, Inc. and cannot be carried forward to the following SFY.

**Program Funding Sources:** This contract will be funded through the Office of Early Childhood and a combination of Federal American Rescue Plan Act Relief Funds and Child Care Development Funds.



#### **D. Regional Staffed Family Child Care Network Services Scope of Work**

Each Regional Staffed Family Child Care Network (SFCCN) will provide the same scope of services in order to meet the statewide goals of this initiative. The primary activities and additional details are outlined below.

- **Recruit licensed family child care providers for membership in Regional Network.** Each funded organization will be required to secure members of the network and provide supports so that members can continue to operate their businesses and pursue their quality improvement goals. In addition to recruiting members, Regional Networks will enter into formal written membership agreements with members and retain existing members of network.
- **Engage Provider Members** by facilitating communities of practice with family child care network members, arranging professional development training workshops, and offering technical assistance and coaching for members.
- **Increase the supply of licensed family child care in the region.** This work is focused on the goal of increasing the supply of licensed home based child care with a focus on infant and toddler care in the region. Regional Networks will identify community members interested in becoming licensed, support them through the process, and assist Provider Members already licensed to remain in good standing with Licensing.
- **Assist Provider Members in navigating and accessing services of the OEC Quality Improvement System (QIS).** Regional Networks connect Provider Members to statewide services such as the Child and Adult Care Food Program (CACFP), Women’s Business Development Council (WBDC), Care 4 Kids Child Care Subsidy, Early Childhood Consultative Partnership (ECCP), and Pyramid Model in order to support Providers in realizing their QIS goals.
- **Support Provider Members in becoming nationally accredited through the National Association of Family Child Care (NAFCC).** Regional Networks should familiarize Provider Members with NAFCC and NAFCC accreditation and support those interested in pursuing accreditation to realize that goal.

### III. Main Proposal Submission Questions and Prompts

The maximum total page length for the main proposal submission is 35 pages. Please limit narrative responses to no more than five paragraphs per prompt.

#### A. Organizational Strengths

**Organizational Mission and History** - Provide your organization's mission statement, a brief organizational history and description of core services.

**Organizational Expertise in Early Childhood Education:** Describe your organizational knowledge of family child care in CT. This should include expertise in pedagogical, business, regulatory, and other related matters.

**Comparable Projects** – Describe your organizational history in managing programmatic initiatives similar or related to the SFCCN and the impact of this work.

**Training and Coaching Capabilities** – Describe your organization's experience in identifying child care provider professional development needs, delivering professional development trainings, technical assistance, coaching, and formulating training and coaching models to the needs of family child care providers.

**Cultural Humility and Equity** - Describe your organization's framework to advancing equity and applying cultural humility to your work.

**Financial Management** – Describe the financial management and internal accounting team, policies and procedures, and accounting systems that will be used to ensure proper financial management, including fiscal controls and report generation and analysis.

**Fiscal Health** – Describe any challenges identified in the attached three years of audited financial statements, most recent organizational budget, and most recent statement of financial activities. Describe corrective action being taken to address these challenges, as necessary.

**Data Protocols:** Describe your data security procedures to ensure data collected are kept secure, confidential and complies with all state, federal data share laws.

**Describe your organizational ability to capture data** through use of Microsoft Applications.

**Describe your organization's access to Microsoft 365.**

**Describe your organization's ability to capture, track and monitor services** delivered and corresponding outcome.

**Describe your organization's ability and willingness to complete thorough, accurate, and timely quarterly programmatic and fiscal reports** in the format required by the United Way.

#### B. Delivery Area Region 4

**Describe why you selected this delivery area and your experience working in this region.**

**What is your understanding of the needs of family child care providers in those communities?**

**Describe your organization's existing relationships with family child care providers in the region and what if any steps you may have to take to explore with providers their service needs.**

### C. Scope of Work

- **Describe how you will recruit licensed family child care providers for membership in the SFCCN Regional Network 4.** Describe how you will enter into formal written membership agreements with members and how you will retain existing members in your network.
- **Describe how you will engage Provider Members as active participants in the Regional Network.** Indicate the schedule for activities such as offering communities of practice with family child care network members, professional development training workshops, technical assistance, and coaching that will be delivered by the dedicated network staff.
- **Describe how you will increase the supply of licensed family child care in the region with a focus on infant and toddler care.** How will you connect with community resources such as Family Resource Centers and/or CT Work Force Boards and other community stakeholders to identify and recruit community members interested in becoming licensed? How will you provide technical assistance to those individuals in order to ensure they achieve licensure? What resources and supports are available for this work? How will you support Provider Members already licensed to retain their licenses?
- **Describe how you will assist Provider Members in navigating and accessing services of the OEC Quality Improvement System (QIS).** How familiar are you with the statewide system of supports, services, and resources available to Family Child Care providers? How would you propose identifying Provider QIS goals and supporting them in identifying and accessing needed resources to help achieve those goals?
- **Describe how you will support Providers Members in becoming nationally accredited through NAFCC through the dedicated services and budget of the network.** How will you make them aware of NAFCC and the benefits of membership and accreditation? How will you promote and identify interest in accreditation? How will you assist those interested members in successfully pursuing accreditation?

### D. Staffing

#### Staffing Plan:

**Describe how you will staff the Regional Network** to offer the full complement of SFCCN requested services within the entire region.

**Explain the supervisory structure to be used to oversee the Network's requested activities**, including the staffing to be devoted to delivering the Network services. These descriptions should match with the staffing budget and budget narrative.

If you are proposing to serve a region in which providers' primary languages are other than English, **demonstrate your ability (through staff or subcontract) to communicate** in those languages.

**If you intend to hire staff**, describe your recruitment plan, hiring process, and anticipated timeline.

**Describe how your organization continually works towards diversity and equity** at all levels of your workforce. (This could include plans to diversify your workforce so that it is representative of the communities you serve; increasing the number of multicultural and multilingual employees; leadership pipelines for staff from historically marginalized communities; incorporating antiracist and/or equity lens into staff development; developing decision-making and management structures that incorporate frontline staff and client voice, etc. *This should be specific to your organization and reflective of your*

*unique goals.)*

**Use of subcontractors** - If you plan to use subcontractors to augment coverage of service delivery area, include a description of how subcontractors will be utilized, which subcontractors have been selected, and through what process.

**As a required attachment**, supply an organizational chart indicating where (within which business or program unit) the Network's staff will be located.

### **Staff Qualifications**

**Provide a brief summary of the qualifications and tenure of each key staff member** who will be assigned to resourcing the Network's activities. Network Staff need to meet OEC requirements for Technical Assistance Providers:

- Holds adult learning course or OEC modules as verified by the Registry. If does not hold adult learning, the employee/subcontractor will be required to take within one year of contract.
- Holds a minimum of an associate degree with at least 12 early childhood credits, bachelor's degree preferred.
- Submits an OEC developed attestation agreeing to comply with the NAEYC Code of Ethics and Code of Ethics Supplement for Early Childhood Adult Educators.
- Engage in OEC provided orientation
- Become familiar with the OEC Technical Assistance Provider Core Knowledge and Competency Framework

In the required attachments, also include resumes of key staff. If you plan to staff up, include draft job descriptions for anticipated hires and hiring timelines.

**NOTE:** Please compile all resumes and job descriptions into one document, as opposed to sending separate files for each resume or description.

### **E. Budget Narrative**

Proposed Budget and Budget Narrative: Submit a detailed budget using the budget template. The budget should reflect how SFCCN requested budget will be utilized to deliver requested network services and include a detailed narrative justification and description of the spending plan.

Respondents are advised that a responsive budget must limit annual administrative costs to 10% of the total budget. UWC, Inc. will work closely with the selected contractor on a regular basis to analyze funding and ensure that the Regional Network operators are sufficiently resourced and functioning efficiently, given the available funding.

## **IV. Evaluation of Proposals**

**A. Evaluation Process:** It is the intent of the UWC, Inc. 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 UWC Inc. will confirm with its written procedures for POS and PSA procurement and the States Code of Ethics. Final funding allocation decisions will be determined in contract negotiations.

**B. Evaluation Committee:** The UWC, Inc. will designate an Evaluation Committee to evaluate proposals submitted in response to this RFP. The Evaluation Committee will be composed of UWC, Inc. staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Evaluation Committee. Only proposals found to be responsive will be reviewed, rated, and scored. Proposals that fail to comply with all instructions may be rejected after review by the Evaluations Committee. The Evaluation Committee shall evaluate all proposals that meet the minimum submission requirements by score and rank ordered and make recommendations for awards. Attempts by any proposer or representative of any proposer to contact or influence any member of the Evaluation Committee may result in disqualification of the proposal

**C. Minimum Submission Requirements:** To be eligible for evaluation, proposals must meet the following:

- 1) Meet the Proposal Format Requirements.
- 2) Follow the required Proposal Outline
- 3) Include a detailed line item budget, expenditure justification, and staffing plan that is specific to SFCCN scope of work
- 4) Be complete

Proposals that fail to follow instructions or satisfy these minimum submission requirements may be disqualified upon review of the Evaluation Committee. The UWC Inc. will reject any proposal that deviates significantly from the requirements of the RFP

Those responding to this RFP must demonstrate experience in providing related services within Connecticut. Only the criteria listed below will be used to evaluate proposals. The weights are disclosed below.

**D. Evaluation Criteria**

Evaluation Criteria	% Of Total	<b>What would a top score look like?</b>
Organizational Strengths	25%	Demonstrates commitment to and knowledge of the early childhood field and expertise in delivering relevant services to the early childhood field – including training and coaching. Clearly articulates a cultural humility and equity framework with an explanation of how that framework will shape processes. Is able to provide past examples. Demonstrates fiscal health as demonstrated in last three years of audited financial statements. Has prior experience managing financial reporting requirements and uses generally accepted accounting principles with financial systems. Is capable of collecting and securing data and in quarterly reporting as required by the United Way.
Delivery Area	15%	Demonstrates knowledge of the Network region selected, experience working in the region, and an understanding of the needs of family child care providers in those communities.
Staffing	10%	Comprehensive approach to project staffing that meets minimum requirements and reflects an understanding of the experience and expertise required to deliver the specific Network services requested. Rationale for working with subcontractor provided, as relevant. Plan to ensure communication between staff and providers for whom English is a second language. Realistic and efficient hiring plan. Commitment towards diversity and equity within the workforce. Includes all required charts and attachments.
Scope of Work	40%	Viable and comprehensive plan for delivering the complete set of required services that demonstrates: a deep level of understanding of the intended impact of the services; strategies for increasing the number of licensed providers in the region to ensure availability of infant and toddler care; activities for recruiting and engaging Provider Members; knowledge of the statewide early childhood education services and resources and strategies for assessing Provider need and connecting Provider Members to services; and, strategies to support Provider Members in achieving NAFCC accreditation.
Budget & Narrative	10%	Describes a reasonable, cost-effective use of the funds, within or under budget, to directly provide SFCCN services as requested

**E. Selection:** Upon completing its evaluation of proposals, the Evaluation Committee will review the rankings of all proposals. The final selection of a successful proposer(s) is at the discretion of the Evaluation Committee. Proposers selected will be so notified and awarded an opportunity to negotiate contract with UWC Inc. All unsuccessful proposers will be notified by email at the UWC Inc discretion, about the outcome of the evaluation and proposer selection process. The UWC Inc. reserves the right

to decline to award contracts for activities in which the UWC Inc. considers there are not adequate respondents.

- F. Debriefing:** Within ten (10) days of receiving notification from the UWC Inc., unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date 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 Contacts and request a meeting with the UWC Inc. 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 UWC Inc. will schedule and hold the debriefing meeting within fifteen (15) days of the request. The UWC Inc. will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
- G. Contract Execution:** Any contract developed and executed as a result of this RFP is subject to the UWC Inc. contracting procedures. All decisions of UWC Inc. are final. Contracts will be negotiated upon notification to the accepted bidder.

## V. **Required Proposal Submission Outline**

All proposals must follow the outline presented.

- Cover Sheet
- Table of Contents
- Executive Summary
- Main Proposal
  - A. Organizational Strengths
  - B. Delivery Area
  - C. Scope of Work
  - D. Staffing
  - E. Budget Narrative
- Attachments
- Declaration of Confidential Information
- Conflict of Interest – Disclosure Statement
- Statement of Assurances

**A. Cover Sheet** – The respondent must include a Cover Sheet capturing the following information:

- RFP Name
- Legal Name
- FEIN
- Street Address
- Town/City/State/Zip
- Contact Person
- Contact Person Title
- Phone Number
- Email Address
- Authorized Official
- Authorized Official Title
- Signature

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 provider services in accordance with the terms and provisions described in this RFP and any amendments or attachments.

- B. Table of Contents** – Respondents must include a Table of Contents that lists sections and subsections with page numbers that follow the organization outline and sequence for this proposal
- C. Executive Summary** - Proposals must include a high-level summary, not exceeding 2 pages of the main proposal and proposed budget
- D. Main Proposal** - The maximum total page length for the main proposal is 35 pages. Please limit responses to no more than five paragraphs per prompt. All appendices and attachments should be referred to in the main proposal and then placed in section F

**E. Attachments**

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

- Staffing Plan
- Position Descriptions
- Resumes of Key Personnel and Subcontractors (if)
- MOU/MOA of subcontractors if applicable
- Budget and Budget Narrative
- 3 years of audited financial statements
- Most recent organizational budget
- Most recent statement of financial activities
- Proof of nonprofit status if applicable

**F. Style Requirements**

Submitted proposals must conform to the following specifications

- Paper Size: 8 ½ by 11 (letter)
- Page Limit: Maximum 35 pages for the main body of the proposal (the cover letter, executive summary, budget and required attachments do not count towards the 35 page limit)
- Font Size: 12
- Font Type: Calibri Body or Times New Roman
- Margins: Normal
- Line Spacing: 1 ½

**G. Pagination**

The proposers name must be displayed in the header of each page. All pages, including the required Appendices and Forms must be numbered in the footer.



**H. 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 prior to submission. In subsection F 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).

**I. 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, UWC, Inc. and/or a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of UWC, Inc. or 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. UWC, Inc. 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 UWC, Inc. or 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.”*

## **J. Statement of Assurances**

Place after Conflict of Interest-Disclosure Statement. Sign and return Appendix A.

### **A. 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 UWC, Inc. or 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 UWC, Inc. 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 UWC, Inc 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 UWC, Inc. for press releases that relate in any manner to this RFP or any resultant contract.

## **B. 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 UWC, Inc. 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 UWC, Inc. 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 UWC, Inc. may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the UWC, Inc, 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 UWC, Inc. The UWC, Inc. 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 UWC, Inc. . At its sole discretion, the UWC, Inc. 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 UWC, Inc., 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 UWC, Inc. 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 UWC, Inc. 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 UWC, Inc. 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 UWC, Inc. and will supersede all prior negotiations, representations, or agreements, alleged, or made, between the parties.

**C. Rights Reserved to UWC, Inc.**

*By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to UWC, Inc.:*

- 1. Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by UWC, Inc.
- 2. Amending or Canceling RFP.** UWC, Inc. reserves the right to amend or cancel this RFP on any date and at any time, if UWC, Inc. deems it to be necessary, appropriate, or otherwise in the best interests of UWC, Inc. or the State.
- 3. No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, UWC, Inc. may reopen the procurement process, if it is determined to be in the best interests of UWC, Inc. or the State.
- 4. Award and Rejection of Proposals.** UWC, Inc. 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. UWC, Inc. may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of UWC, Inc. or the State will be served. UWC, Inc. reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.

- 5. Sole Property of UWC, Inc.** All proposals submitted in response to this RFP are to be the sole property of UWC, Inc. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of UWC, Inc., unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to UWC without recourse.
- 6. Contract Negotiation.** UWC, Inc. reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. UWC, Inc. further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, UWC, Inc. may seek Best and Final Offers (BFO) on cost from proposers. UWC, Inc. may set parameters on any BFOs received.
- 7. Clerical Errors in Award.** UWC, Inc. 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 UWC, Inc. shall not constitute a breach of contract on the part of UWC, Inc. 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 UWC, Inc. and the proposer.
- 8. Key Personnel.** When UWC, Inc. is the sole funder of a purchased service, UWC, Inc. reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. UWC, Inc. also reserves the right to approve replacements for key personnel who have terminated employment. UWC, Inc. 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 UWC, Inc.

#### **D. 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 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.

**3. Consulting Agreements, C.G.S. § 4a-81. Consulting Agreements Representation, C.G.S. § 4a-81.** Pursuant to C.G.S. §§ 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.

**4. Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at [https://seec.ct.gov/Portal/data/forms/ContrForms/seec\\_form\\_11\\_notice\\_only.pdf](https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf)

**5. Gifts, C.G.S. § 4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order No. 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:

(1) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State

contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi- public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;

(2) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and

(3) That the Contractor is submitting bids or proposals without fraud or collusion with any person.

Any bidder or proposer that does not agree to the representations required under this section shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.

**6. Iran Energy Investment Certification C.G.S. § 4-252(a).** Pursuant to C.G.S. § 4-252(a), the successful contracting party shall certify the following: (a) that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date. (b) If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section it shall not be subject to the penalties of false statement pursuant to section 4-252a of the Connecticut General Statutes. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the resulting contract.

**7. Nondiscrimination Certification, C.G.S. § 4a-60 and 4a-60a.** If a bidder is awarded an opportunity to negotiate a contract, the proposer must provide the State agency with *written representation* in the resulting contract that certifies the bidder complies with the State's nondiscrimination agreements and warranties. This 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 authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the resulting contract, or (B) providing an affirmative response in the required online bid or response to a proposal question, if applicable, which asks if the contractor understands its obligations. If a bidder or vendor refuses to agree to this representation, such bidder or vendor shall be rejected, and the State agency or quasi- public agency shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek

new bids or proposals.

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

## Appendix

### Abbreviations/Acronyms/Definition

BFO	Best Final Offer
CT	Connecticut
FCC	Family Child Care Provider
FCCN	Family Child Care Provider Network
FOIA	Freedom of Information Act (CT)
IRS	Internal Revenue Services (US)
LOI	Letter of Intent
MOU	Memoranda of Understanding
MOA	Memoranda of Agreement
NAFCC	National Association of Family Child Care
OEC	Office of Early Childhood
OPM	Office of Policy and Management (CT)
QIS	Quality Improvement System
RFP	Request for Proposal
SEEC	State Electronics Enforcement Commission
SFCCN	Staffed Family Child Care Network
UWC, Inc.	United Way of Connecticut, Inc.



**Appendix A**



United Way of Connecticut

**Request for Proposals for Services  
Staffed Family Child Care Network  
Cover Sheet**

Respondent Legal Organization Name	
FEIN	
Street Address/Town/City/State/Zip	
Contact Person	Name:  Title:  Phone:  Email:  Signature: _____  Date:
Authorized Representative Title	Name:  Title:  Phone:  Email:  Signature: _____  Date

**APPENDIX B - STATEMENT OF ASSURANCES**

**United Way of Connecticut, Inc.**

The undersigned Respondent affirms and declares that:

**1) General**

- a. This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.
- b. The Respondent will deliver services to UWC, Inc. per the cost proposed in the RFP and within the timeframes therein.
- c. The Respondent will seek prior approval from UWC, Inc. before making any changes to the location of network services.
- d. Neither the Respondent or any official of the organization nor any subcontractor the Respondent or any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.
- e. Neither the Respondent or any official of the organization nor any subcontractor to the Respondent or any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

Legal Name of Organization:

\_\_\_\_\_

Authorized Signatory