

Connecticut Health and Educational Facilities Authority

Request for Proposals

Early Childhood Education Facility Plan Development

Data Research Consultant

Date Issued: March 7, 2008

Connecticut Health and Educational Facilities Authority

Deadline: March 21, 2008

Time: 4:00 p.m.

Request for Proposals

Early Childhood Education Facility Plan Development Data Research Consultant

This Request for Proposal (RFP) includes the following:

Section I Summary RFP Requirements

Section II Limited Engagement

Section III Submission Deadline

Section IV Evaluation Criteria

Section V Instructions

Exhibits:

Exhibit A – State of Connecticut SEEC Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Ban, Form 11

Exhibit B – CHEFA’s Gift Ban Policy

Exhibit C- State of Connecticut “Guide to the Code of Ethics For Current or Potential State Contractors”

Section I. - Summary RFP Requirements

The Connecticut Health and Educational Facilities Authority (CHEFA) is conducting this RFP pursuant to a Memorandum of Agreement (MOA) between CHEFA and the State Department of Education on behalf of the Early Childhood Education Cabinet. In order to further develop the Early Childhood Facility Plan Development and Capacity Needs Assessment, CHEFA is seeking a consultant or individual to provide outreach to selected cities and towns to assess the following:

- Assemble and analyze inter-agency and community data on space availability and need, including unmet need (existing and new facilities)
- Recommend data development agenda
- Provide recommendations on legislation and regulation applicable to early childhood facility development, facility standards and grant formulas
- Analyze statewide data pertaining to parent preferences for early education
- With the guidance of project staff, draft the Facility Plan Report
- Track action steps necessary for the implementation of the plan (e.g., data development, inter-agency actions, addressing community needs)
- Assist Discovery Communities, when feasible, in incorporating facility development into local plans.

Deliverables

- Draft criteria to determine potential expansion sites (final determination to be made by SDE, DSS, CHEFA and the ECE Cabinet);
- Report: Analysis of District/Town Available Space, Facility Needs, for the following targeted communities:
 - Hartford (PSD with Sheff);
 - New Haven (PSD with Sheff);
 - West Hartford (CSD with Sheff); and
 - Hamden (CSD without Sheff).
- Report: Analysis of Legislative/Funding Formula Amendments

Proposals should highlight the recent experience of you/your agency in early childhood education in assessing capacity, quality programs and conducting research.

CHEFA may elect to contract for some or all of the available services and may choose different firms to provide such services. CHEFA will consider each firm's ability to provide comprehensive, quality service to CHEFA as well as its demonstrable expertise and reputation, and fee structure.

CHEFA reserves the following rights (without waiving any other right it may possess with respect to this request):

- 1 To reject any or all proposals.
- 2 To conduct investigations relating to the qualifications of any or all respondents, including interviewing members or associates of the firm and requesting further documentation or clarification, if necessary.
- 3 To supplement, amend, modify or cancel this request for proposals without notice or substitution of another such request.
- 4 To re-evaluate a proposal or selection if substitution or key personnel changes are proposed or effected.

STATE OF CONNECTICUT REQUIREMENTS FOR STATE CONTRACTORS

Attached are the State of Connecticut State Election Enforcement Commission Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Ban, Form 11 and affidavits for CHEFA's gift ban policy.

Please address any questions regarding this RFP to David Wasch, Child Care Programs Manager at (860) 761-8416 or via email at dwasch@chefa.com. CHEFA shall not be liable for any cost incurred in connection with responding to this proposal.

Section II: Limited Engagement

CHEFA intends to enter into a limited engagement, beginning March 28, 2008 for this project. CHEFA, in its sole discretion, may review these responses for the determination of future services.

Section III: Submission Deadline

Proposals must be received by **4:00 p.m.** on **Friday, March 21, 2008** to:

*CHEFA
Early Childhood Education Programs
10 Columbus Boulevard, 7th Floor
Hartford, CT 06106-1978
Attention: David Wasch, Child Care Programs Manager
or by email to: dwasch@chefa.com*

Proposals submitted after the above deadline **will not** be accepted for consideration.

Section IV: Evaluation Criteria

Each RFP respondent will be evaluated based on the written responses, experience in the early childhood education field, ability to assess program quality, the quality of the RFP content, additional written information, if any, requested by the Child Care Program Manager; references; and oral interviews, if any.

General Information

- 1 Respondents organization and approach including the ability to adequately staff and complete the project on a timely basis and to interact effectively with CHEFA, SDE and DSS. This should include the number and responsibility of staff working on the project.
- 2 Equal employment opportunity record as evidenced by the composition of respondent's personnel and the respondent's affirmative action and equal employment opportunity policies and practices. This will also include certification of compliance with Connecticut Public Act 07-142, Sections 9(a)(1) and 10(a)(1) and Public Act 07-245, Sections 4a-60(a)(1) and 4a-60a(a)(1) pertaining to nondiscrimination based on civil union status.
- 3 Corporate Citizenship policies, including the charitable contribution of money and time; local procurement of goods and services; development of and/or participation in internship programs or scholarships; and policies with regard to the use of women-owned, minority-owned and small business enterprises.
- 4 Overall compliance with State and federal laws.
- 5 Fees and compensation will be an important factor in the evaluation process. CHEFA, however, is not required to select the lowest cost response.

Section V: Instructions

1 **Official CHEFA Contact.** All communications with CHEFA must be directed to the Official CHEFA Contact. The Official CHEFA Contact for the purpose of this RFP is David Wasch, Child Care Program Manager as directed in Section IV of this RFP. *Questions related to this RFP must be submitted via email at dwasch@cheffa.com by no later than March 14, 2008 by 3:00 p.m. Responses will be posted on the CHEFA website on March 17, 2008.*

2 **Respondent's Representative.** Respondents must designate an authorized representative and one alternate. Provide the name, title, address, telephone, FAX numbers, and e-mail address for each representative.

3 **Communication Notice.** All communications with CHEFA are only permitted via email and in the form of a written question submitted via email.

4 **RFP Timeline (Schedule of Events).** The RFP was posted on the CHEFA and State of Connecticut Department of Administrative Services (DAS) websites on March 7, 2008, responses must be received by not later than March 21, 2008 at 4:00 PM, and the RFP will be awarded by no later than March 28, 2008 at 4:00 PM with the award results posted on the CHEFA and DAS websites.

5 **Confidential Information.** Respondents are advised that because CHEFA is a quasi-public state agency, the responses to the RFP maybe be subject to disclosure pursuant to Chapter 14 of the CGS Freedom of Information Act.

6 **Minimum Submission Requirements.** At a minimum, proposals must (1) be submitted before the deadline, (2) follow the required format, (3) be complete, and (4) include the required Attachments. Proposals that fail to meet these minimums submission requirements may be disqualified and not reviewed further.

7 **References.** Identify three recent clients that we may contact as references. Provide the following information for each reference: name, title, company address, and phone number as well as a brief summary of the services provided.

8 **Contract Compliance Requirements.** CHEFA is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. CHEFA is committed to complying with the American with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability, in admission to, access to, or operation of its program, services, or activities.

10 The **Child Care Program Manager** is required to consider the following factors in considering the Respondent's qualifications: success in implementing an affirmative action plan and submission of bidder employment information indicating that the composition of the Respondent's workforce is at or near parity in the relevant labor market area.

11 **Style Requirements.** Please limit your response to a maximum of ten (10) pages, including an executive summary.

12 **Meeting with Respondents.** At its discretion, CHEFA may convene meetings with Respondents in order to gain a broader understanding of the proposals. The meetings may involve interviews, presentations, or site visits. If CHEFA decides meetings are warranted, the Official CHEFA Contact will telephone or email Respondents to make an appointment.

SEEC FORM 11

NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN

This notice is provided under the authority of Connecticut General Statutes 9-612(g)(2), as amended by P.A. 07-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

Campaign Contribution and Solicitation Ban

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, or *solicit* contributions 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;

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (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.

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--\$2000 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 \$2000 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 \$5000 in fines, or both.

Contract Consequences

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

Contributions made or solicited in violation of the above prohibitions, in the case of a prospective state contractor, 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 will 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 and the entire text of P.A 07-1 may be found on the website of the State Elections Enforcement Commission,

CONNECTICUT HEALTH AND EDUCATIONAL FACILITIES AUTHORITY

GIFT BAN POLICY

Please be advised that the Connecticut Health and Educational Facilities Authority has instituted a no gift policy effective September 22, 2004. All employees of the CHEFA are strictly prohibited from accepting any gift, of any value, at any time. This ban specifically includes meals and so-called holiday baskets. There are no exceptions to this policy.

Please submit the following completed Gift Ban Affidavit with your proposal as required by Sections 4-250 to 4-252 of the Connecticut General Statutes

Instructions: The following form is an affidavit that may be used by RFP respondents in order to comply with C.G.S. §§4-250 to 4-252.

I, _____, hereby swear that during the two-year period
Type/Print Name and Title

preceding the submission of this bid or proposal that neither myself nor any principals or key personnel of the submitting firm or corporation who participated directly, extensively and substantially in the preparation of this bid or proposal nor any agent of the above gave a gift, as defined in Conn. Gen. Stat. § 1-79(e), including a life event gift as defined in Conn. Gen. Stat. § 1-79(e)(12), except the gifts listed below:

Name of recipient of gift Value of Gift Date of Gift Description

- 1 _____
- 2 _____
- 3 _____

to (1) any employee of CHEFA, which is soliciting the bids or proposals, who participated directly, extensively, and substantially in the preparation of the bid solicitation or preparation of request for proposal or (2) to any public official or state employee of any other state agency who has supervisory or appointing CHEFA over CHEFA, which is soliciting the bid or proposal.

Further, neither I nor any principals or key personnel of the submitting firm or corporation nor any agent of the above knows of any action to circumvent this gift affidavit disclosure.

For purposes of Sections 4-250 to 4-252 of the Connecticut General Statutes, the date CHEFA began planning this RFP on January 2, 2008. The entity selected to provide services for Early Childhood Facility Plan Development and Facility/Capacity Needs Assessment will be required to file the certificate required by subsection (c) of Section 4-252 of the Connecticut General Statutes to the effect that no gifts were made between the date set forth above and the date of engagement for this project . A failure to provide such certification shall result in disqualification as provided in subsection (d) of Section 4-252 of the Connecticut General Statutes.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Signature _____ Date _____

Sworn and subscribed before me on this _____ day of _____, 200_

**Commissioner of the Superior Court
Notary Public**