

**STATE OF CONNECTICUT PROCUREMENT NOTICE**

# Request for Proposals (RFP) For

**Issued by the State of Connecticut  
Department of Aging and Disability Services (ADS)  
Bureau of Aging (BOA)**

**Older Adult Falls Prevention Innovations  
Request for Proposals  
RFP: ADS-BOA-OA Falls Prevention  
Innovations-RFP-2025**

**RFP Release Date:  
March 31, 2025**

The Request For Proposal is available in electronic format on the State Contracting Portal by filtering by Organization for Department of Aging and Disability Services,  
<https://portal.ct.gov/DAS/CTSource/BidBoard>,  
or from the Agency's Official Contact:

Name: Kerry Hanks, Secretary II, Bureau of Aging  
Address: 55 Farmington Avenue, 12th floor, Hartford, CT 06105  
Phone: 860-424-4869  
E-Mail: [BOAFallsRFP@ct.gov](mailto:BOAFallsRFP@ct.gov) to submit proposals and supporting documents and [kerry.hanks@ct.gov](mailto:kerry.hanks@ct.gov) for all inquiries about this RFP.

The RFP is also available on the Department's website at  
[https://portal.ct.gov/ads/knowledge-base/articles/about-ads/ads-administrative-bureaus/organizational-support?language=en\\_US](https://portal.ct.gov/ads/knowledge-base/articles/about-ads/ads-administrative-bureaus/organizational-support?language=en_US)

**RESPONSES MUST BE RECEIVED NO LATER THAN:  
DATE: May 23, 2025 TIME: 4:00 p.m.**

ADS is an Equal Opportunity/Affirmative Action Employer.  
The Agency reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the State of Connecticut (State).

## TABLE OF CONTENTS

	Page
Section I — GENERAL INFORMATION . . . . .	3
A. Introduction . . . . .	3
B. Instructions . . . . .	4
Section II — PURPOSE OF RFP AND SCOPE OF SERVICES. . . . .	6
A. Agency Overview . . . . .	6
B. Program Overview . . . . .	6
C. Scope of Services Description. . . . .	8
D. Performance Measures . . . . .	9
E. Contract Management/Data Reporting . . . . .	9
Section III — PROPOSAL SUBMISSION OVERVIEW . . . . .	9
A. Submission Format Information . . . . .	9
B. Evaluation of Proposals . . . . .	11
Section IV — PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS . . . . .	13
A. Cover Sheet . . . . .	14
B. Table of Contents. . . . .	14
C. Executive Summary . . . . .	14
D. Main Proposal Submission Questions . . . . .	14
E. Attachments . . . . .	15
F. Declaration of Confidential Information . . . . .	15
G. Conflict of Interest – Disclosure Statement. . . . .	16
H. Statement of Assurances . . . . .	16
Section V — MANDATORY PROVISIONS. . . . .	16
A. POS Standard Contract, Parts I and II . . . . .	16
B. Assurances . . . . .	17
C. Terms and Conditions . . . . .	17
D. Rights Reserved to the State . . . . .	18
E. Statutory and Regulatory Compliance . . . . .	19
Section VI — APPENDIX . . . . .	22
A. Abbreviations / Acronyms / Definitions . . . . .	22
B. Statement of Assurances . . . . .	23
C. Required Letter of Intent Cover Sheet. . . . .	24
D. Proposal Cover Sheet . . . . .	25
E. Budget and Budget Narrative . . . . .	26
F. Proposal Checklist . . . . .	28

## I. GENERAL INFORMATION

### ■ A. INTRODUCTION

- 1. RFP Name and Number.** Older Adult Falls Prevention Innovations Request for Proposals 2025, (ADS-BOA-OA Falls Prevention Innovations-RFP-2025).
- 2. RFP Summary.** Pursuant to General Statutes § 17a-589 (a) (2), the Department of Aging and Disability Services, Bureau of Aging (ADS-BOA) is issuing this RFP to procure services from agencies or organizations, such as 501(c)(3) providers of community-based services, non-profit health care providers, municipalities, or public health agencies, to develop innovations in falls prevention to help older adults avoid falling and sustaining fall related injuries. Innovation Projects shall be grounded in research and best practices and may build on evidence-based falls prevention programming in creative and helpful ways.
- 3. RFP Purpose.** The purpose of the *Falls Prevention Innovations Request for Proposals* is to build upon ADS-BOA's current falls prevention infrastructure by exploring new strategies to help older adults avoid falling and sustaining fall related injuries. ADS-BOA is seeking contractors to assist in strengthening the falls prevention infrastructure through Falls Prevention Innovation Projects that build on the latest research, best practices, and evidence-based falls prevention programming. This funding opportunity will provide the support and capacity needed to innovate in response to current trends and challenges, resulting in new strategies to prevent falls among older adults. Innovation projects can be implemented in various settings, including, but not limited to, hospitals, outpatient clinics, senior centers, assisted living facilities, and the homes of older adults. All Falls Prevention Innovation Projects must: identify a specific challenge within the field of falls prevention; use research, best practices, and evidence-based programming to inform project development; and have a detailed implementation plan, an evaluation component, and budget.

Contractors include, but are not limited to senior centers, hospitals, municipalities, local public health agencies, home care agencies, physical or occupational therapy agencies, companion and homemaker services, faith-based organizations, and colleges or universities. It is important that applicants demonstrate prior experience with working with older adults and falls prevention efforts.

This is a competitive procurement. It is anticipated that this procurement will result in one (1) award, with a three (3) year contract. A high-quality proposal will include plans for sustaining promising practices and falls prevention strategies after grant funding concludes. Commitment to participating in ongoing information-sharing and learning opportunities is also key. The award recipient will be required to participate in Falls Free CT, Connecticut's statewide falls prevention coalition, and present progress and outcomes at one or more quarterly coalition meetings.

This RFP is issued in accordance with Section 17a-859 (formerly Sec.17a-303a) of the Connecticut General Statutes, which states that ADS shall establish a falls prevention program within available appropriations.

- 4. Commodity Codes.** The services that the Agency wishes to procure through this RFP are as follows:
  - 85000000: Healthcare Services
  - 93000000: Politics and Civic Affairs Services
  - 93140000: Community and Social Services
  - 86000000: Education and Training Services
  - 80000000: Management and Business Professionals and Administrative Services

## ■ B. INSTRUCTIONS

- 1. Official Contact.** The Agency 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 Agency. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Agency employee(s) (including appointed officials) or personnel under contract to the Agency about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Kerry Hanks, Secretary II, Bureau of Aging  
Address: 55 Farmington Avenue, 12th floor, Hartford, CT 06105  
Phone: 860-424-4869  
E-Mail: [BOAFallsRFP@ct.gov](mailto:BOAFallsRFP@ct.gov) to submit proposals and supporting documents and [kerry.hanks@ct.gov](mailto:kerry.hanks@ct.gov) for all inquiries about this RFP.

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

- 2. Registering with State Contracting Portal.** Respondents must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered. Respondents shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the Agency contact.
- Secretary of State recognition – click on appropriate response
  - Non-profit status, if applicable
  - Notification to Bidders, Parts I-V
  - Campaign Contribution Certification (OPM Ethics Form 1): <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

- 3. 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:

- [https://portal.ct.gov/ads/knowledge-base/articles/about-ads/ads-administrative-bureaus/organizational-support?language=en\\_US](https://portal.ct.gov/ads/knowledge-base/articles/about-ads/ads-administrative-bureaus/organizational-support?language=en_US); and
- State Contracting Portal (go to CTsource bid board, filter by Aging & Disability Services at <https://portal.ct.gov/DAS/CTSource/BidBoard>)

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

- 4. Procurement Schedule.** See below. Dates after the due date for proposals (Proposals Due) are non-binding target dates only (\*). The Agency 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 State Contracting Portal and, if available, the Agency's RFP Web Page.

- RFP Released: March 31, 2025
- Required Letter of Intent Due: April 11, 2025
- Deadline for Questions: April 30, 2025
- Answers Released: May 7, 2025
- Proposals Due: May 23, 2025

- (\*) Proposer Selection: to be determined (TBD)
- (\*) Start of Contract Negotiations: TBD
- (\*) Start of Contract: July 1, 2025

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

- Number of Awards: one award
- Contract Cost: up to \$75,000 annually
- Contract Term: three (3) years. ADS-BOA has the right to extend each contract based on funding availability.
- Funding Source: state funding

**6. Eligibility.** To be considered eligible to respond to this RFP, applicants must be 501(c)(3) providers of community-based services, municipalities, non-profit health care providers, or public health agencies with the knowledge, credentials, and experience to implement the requirements contained in this RFP.

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

Applicants shall be 501(c)(3) providers of community-based services, municipalities non-profit health care providers, or public health agencies that provide health care services and can demonstrate experience in serving older adults, providing health programming and assessments, and collaborating with community partners.

**8. Required Electronic Letter of Intent.** A Letter of Intent (LOI) is required by this RFP (Appendix C). **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 e-mail ([Kerry.Hanks@ct.gov](mailto:Kerry.Hanks@ct.gov)) by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including the name, postal address, telephone number, and e-mail address of the sender and the sender's organization. It is the sender's responsibility to confirm the Agency's receipt of the LOI. Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.

**9. Inquiry Procedures.** ADS-BOA reserves the right to answer questions only from those who have submitted the required LOI. All questions regarding this RFP or the Agency's procurement process must be directed, in writing, electronically (by e-mail) to the Official Contact ([Kerry.Hanks@ct.gov](mailto:Kerry.Hanks@ct.gov)) before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – either in person or over the telephone. All questions received before the deadline will be answered. However, the Agency 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 Agency may or may not respond to questions received after the deadline. The Agency 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 Agency will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Agency's RFP Web Page. At its discretion, the Agency may distribute any amendments to this RFP to prospective proposers who submitted a Letter of Intent.

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

**11. 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 by emailing [BOAFallsRFP@ct.gov](mailto:BOAFallsRFP@ct.gov) on or before the due date and time: May 23, 2025 at 4:00pm

Proposals received after the due date and time will be ineligible for review and will not be evaluated. The Agency will send an official letter alerting late respondents of ineligibility.

**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 Screening Committee.

The electronic copy of the proposal must be sent by e-mail to the Agency's official contact at [BOAFallsRFP@ct.gov](mailto:BOAFallsRFP@ct.gov) for this procurement. **The subject line of the email must read: ADS-BOA-OA Falls Prevention Innovations-RFP-2025.** Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 25MB as this reflects the Agency's server limitations. Respondents should work to ensure there are not additional IT limitations from the provider side.

**12. Multiple Proposals.** The submission of multiple proposals is not an option for this procurement.

## II. PURPOSE OF RFP AND SCOPE OF SERVICES

### ■ A. AGENCY OVERVIEW

The mission of the Connecticut Department of Aging and Disability Services is to maximize opportunities for the independence and well-being of older adults and people with disabilities in Connecticut. The Department delivers integrated aging and disability services responsive to the needs of Connecticut citizens; provides and coordinates aging and disability programs and services in the areas of employment, education, independent living, prevention and wellness, accessibility, and advocacy; and serves as a resource on aging and disability issues at the state level.

The Bureau of Aging, the State Unit on Aging, ensures that Connecticut's older adults have access to the supportive services necessary to live with dignity, security, and independence. The bureau is responsible for planning, developing, and administering a comprehensive and integrated service delivery system for older persons in Connecticut.

### ■ B. PROGRAM OVERVIEW

The State of Connecticut Falls Prevention Program seeks to reduce the incidence of falls among older adults aged sixty (60) years and older through public awareness and education, falls risk assessments and screenings, implementation of evidence-based fall prevention programming, and innovations in research and service design. Epidemiological data has demonstrated an overall increase in the mortality rate attributed to falls among older adults. Unintentional falls are the leading cause of nonfatal injuries among older adult Connecticut residents and the leading cause of death among those seventy-five (75) years of age and older.

Falls Prevention Innovation Projects should be designed with the goal of decreasing risk factors for falls, increasing awareness and knowledge of falls prevention, identifying older adults at high risk of falling, and/or decreasing the incidence of falls. The target population for Falls Prevention Innovation Projects is older adults who are sixty (60) years of age and older. Although this funding opportunity encourages creativity and

innovation, proposals must be informed by evidence-based practices and research. Collaboration among service providers, older adults served, and their caregivers, or other community-based organizations will also be key to a successful project.

Falls Prevention Innovation Projects must address at least one of the following focus areas:

1. improvements in the identification, diagnosis, treatment, and rehabilitation of older adults who have a high risk of falling;
2. improvements in the identification of risk factors for falls and factors that reduce the likelihood of falls;
3. implementing existing evidence-based falls prevention programs in new settings or with enhancements;
4. tailoring evidence-based falls prevention programs to better reach marginalized or underrepresented groups of older adults;
5. optimizing the dissemination of evidence-based falls prevention programs through innovative outreach strategies and new methods of participant recruitment;
6. developing falls prevention interventions that identify risks and solutions unique to a specific setting, such as long-term care facilities, assisted living facilities, outpatient clinics, or community dwellings for older adults;
7. identifying and overcoming barriers to the adoption of falls prevention interventions; and
8. identifying and supporting interventions that are specific to high-risk older adults who have already experienced a fall.

Examples of potential Falls Prevention Innovation Projects include, but are not limited to:

- conducting falls risk home assessments and providing falls prevention education to those who receive home delivered meals through the Elderly Nutrition Program;
- interviewing older adults and their caregivers about the barriers to the adoption of falls prevention interventions and developing a falls prevention education campaign tailored to overcoming the top challenges identified;
- developing, implementing, and evaluating an outpatient healthcare office falls risk assessment that can be used by healthcare agencies to create a safe environment for older adult patients to reduce falls among older adults in clinical settings;
- offering new technologies and personalized devices to monitor high-risk, community-dwelling older adults, empowering their caregivers;
- customizing evidence-based falls prevention programming to better meet the unique needs of older adults with dementia and their caregivers;
- collaborating with audiologists and/or ophthalmologists to refer patients with auditory and/or vision-related risk factors for falls to evidence-based falls prevention programs;
- offering a comprehensive falls prevention education program to marginalized and/or underserved older adults, such as those who do not speak English and/or those who have low-income;
- offering free falls prevention clinics, during which university/college-level students pursuing physical therapy and/or occupational therapy degrees will provide falls risk assessments to older adults and engage in real-world workforce training;
- offering free medication reviews, during which university/college-level pharmacy students will provide information on medication side effects, as they pertain to the risk of falling, and engage in real-world workforce training;
- providing falls prevention education to older adults receiving Supplemental Nutrition Assistance Program (SNAP) benefits, emphasizing the connections between good nutrition and falls prevention and providing tools and resources for older adults to make healthier dietary choices; and
- developing and implementing an individualized health coaching program, using motivational interviewing to provide personalized support to older adults who have experienced a fall and seek to make lifestyle changes to overcome the fear of falling and reduce their fall risk.

## ■ C. SCOPE OF SERVICE DESCRIPTION

### 1. Organizational Expectations

- a) Applicants must be 501(c)(3) providers of community-based services, municipalities, non-profit health care providers, or public health agencies with the knowledge, credentials, and experience to implement the requirements contained in this RFP.
- b) Applicants must be located in the state of Connecticut and serve Connecticut residents.

### 2. Service Expectations

- a) Applicants must plan to serve adults sixty (60) years of age and older at times and locations that are convenient and accessible to the recipients of the service. Innovations Projects must be designed to benefit as many older adults as reasonably possible. Project scope and expected participation will be taken into consideration.
- b) Programs and services provided as part of an Innovations Project must be culturally sensitive, person-centered, and trauma-informed, reflecting best practices for service delivery.
- c) If service capacity is limited, applicants must include a waitlist protocol in the proposal.
- d) Programs and services provided as part of an Innovations Project must be informed by research and best practices. All protocols and procedures must reflect the ethical practices of respect for persons, beneficence, and justice.
- e) Collaboration between staff, service providers, service recipients, and their caregivers is an essential part of any successful proposal. Policies and procedures must be in place to ensure efficient and effective interactions between all parties.

### 3. Staffing Expectations

- a) Innovations Projects must have a designated Project Manager to lead the implementation of project plans, provide direction, and monitor progress. Sufficient project staff must be in place to successfully implement the project and realize expected outcomes.
- b) The Project Team must include individuals with expertise and/or experience serving adults sixty (60) years of age and older and who are knowledgeable about falls prevention best practices.

### 4. Data and Technology Expectations

- a) Applicants and their collaborating partners must have technology infrastructure to: access the internet reliably; send and receive outside email; encrypt personal data about consumers in transmitted emails; securely maintain and store hard copy records containing personal data about consumers onsite, under locked storage; and securely access, maintain, and store electronic records containing personal data about consumers on password protected computers, laptops, tablets, and other electronic devices.
- b) The Innovation Project must include an evaluation component to assess service outcomes and impact, as well as assess client satisfaction with their participation in the project.
- c) Consumer data must be collected consistently and recorded in an established data management system, such that the data can be analyzed and summarized for reporting purposes. The Project Manager must ensure compliance with reporting requirements and schedules established by ADS-BOA.

### 5. Financial & Budget Expectations

- a) Applicants must have financial controls to ensure they:
  - i. properly isolate income and expenditures related to the services provided in connection with this RFP; and
  - ii. provide a complete record of expenditures for audit purposes.

- b) ADS-BOA requires quarterly and annual financial status reports, listing all expenditures related to the funded project. ADS-BOA will not pay any invoice until it receives a sufficiently detailed quarterly and/or annual report, supporting receipts, and other relevant information.
- c) Applicants must document how time for work under this program will be tracked.
- d) This RFP will follow a State funding cycle, beginning on July 1 and ending on June 30 of the following year.

#### ■ D. PERFORMANCE MEASURES

The following performance metrics highlight key priorities that will be analyzed with providers collaboratively during the life of the contract. This is not an exhaustive list, but rather an indication of significant performance metrics of interest to The Agency. The Agency looks forward to working with providers to define additional important performance metrics.

**Measure 1.** Decrease in risk factors and/or the incidence of falls among adults sixty (60) years of age and older.

**Measure 2.** Decrease in observed barriers to accessing falls prevention programs and services, particularly among underserved populations.

**Measure 3.** Consumers' satisfaction with the program and services.

#### ■ E. CONTRACT MANAGEMENT/DATA REPORTING

As part of the State's commitment to becoming more outcomes-oriented, ADS-BOA, seeks to actively and regularly collaborate with providers to enhance contract management, improve results, and adjust service delivery and policy based on learning what works. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate results and performance, and drive service improvements. As such, ADS-BOA reserves the right to request/collect other key data and metrics from providers.

- a) A designated ADS-BOA staff member will request progress and outcomes reports, at a minimum quarterly, but more frequently as needed, to monitor implementation of the Innovations Project.
- b) At a minimum, a designated ADS-BOA staff member will convene bi-annual meetings with the Project Manager and key Project Team members.
- c) Three to six months after the start of the program, the Project Manager and/or key project team members must present project findings and outcomes at a Falls Free CT Coalition meeting.

### III. PROPOSAL SUBMISSION OVERVIEW

#### ■ A. SUBMISSION FORMAT INFORMATION

- 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 will not be evaluated.
- 2. Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must complete and use the Cover Sheet form provided by the Agency in Appendix D.

*Legal Name* is defined as the name of the firm, corporation, or private provider organization, as listed on the Connecticut Secretary of the State website, or the name of the municipality or public health agency 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 addendums or attachments hereto.

- 3. Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline.
- 4. Executive Summary.** Proposals must include a high-level summary, not exceeding two (2) pages, of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP. The executive summary is not part of the main proposal or cost proposal.
- 5. Attachments.** Attachments other than the required Appendices or Forms identified in the RFP 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.**

This is an electronic submission. Submitted proposals must conform to the following specifications:

- Paper Size: 8 ½ x 11 (letter)
- Page Limit: maximum 15 pages, exclusive of the Executive Summary, Appendices, and Budget and Budget Narrative
- Print Style: single sided
- Font Size: 12 pt.
- Font Type: Times New Roman
- Margins: Normal (1 inch)
- Line Spacing: 1 ½ spaced

- 7. Pagination.** The proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.
- 8. 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 (Appendix M). In subsection IV-(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).
- 9. 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 (Appendix L). 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 Agency 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."*

## ■ B. EVALUATION OF PROPOSALS

- 1. Evaluation Process.** It is the intent of the Agency 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 Agency will conform with its written procedures for POS and PSA procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85). Final funding allocation decisions will be determined during contract negotiation.
- 2. Evaluation Review Committee.** The Agency will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Agency staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Review 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. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank ordered and make recommendations for awards. The Commissioner of ADS will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.
- 3. Minimum Submission Requirements.** 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) meet the Eligibility and Qualification requirements to respond to the procurement; (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Agency will reject any proposal that deviates significantly from the requirements of this RFP.
- 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 Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The weights for each are disclosed on the next page.

<b>Evaluation Criterion Title</b>	<b>Percentage of Total</b>	<b>What would a top score look like?</b>
Organizational Profile	10%	Background information about the mission and goals of the organization are provided. Experience serving older adults is clearly demonstrated.
Project Work Plan	45%	The Falls Innovations Project is grounded in best practices and research. The project clearly addresses one or more of the focus areas outlined in subsection II(B) of the RFP. The project demonstrates strong potential to decrease falls among older adults served. Projects that involve collaboration with older adult service providers is preferred.
Staffing Plan	10%	The project has sufficient support from staff to be implemented with fidelity and success. Staff have experience working with older adults and are knowledge about best practices in the field of falls prevention.
Data Collection and Evaluation Plan	20%	A robust and comprehensive data collection and evaluation plan is supported by staff and operational systems. The plan allows for the documentation of desired outcomes measures and impact on people served. The plan not only captures outcome measures, but process measures that are essential for understanding the quality of project implementation and the potential for replicability.
Budget and Budget Narrative	15%	The budget reflects the funding range and timeframe of the grant opportunity and describes a reasonable allocation of funds for Project activities.

**Note:**

As part of its evaluation of the Staffing Plan, the Review Committee will review 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 Review Committee will submit the rankings of all proposals to the Commissioner or Agency Head. The final selection of a successful proposer is at the discretion of the Commissioner or Agency Head. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Agency. Such negotiations may, but will not automatically, result in a contract. Any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Agency's discretion, about the outcome of the evaluation and proposer selection process. The Agency reserves the right to decline to award contracts for activities in which the Commissioner or Agency Head considers there are not adequate respondents.

- 6. Debriefing.** Within ten (10) days of receiving notification from the Agency, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Agency to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Agency may schedule and hold the debriefing meeting within fifteen (15) days of the request. The Agency will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
- 7. Appeal Process.** Proposers may appeal any aspect the Agency's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Agency head. A proposer may file an appeal at any time after the 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 Agency to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.
- 8. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Agency's contracting procedures, which may include approval by the Office of the Attorney General. Fully executed and approved contracts will be posted on State Contracting Portal and the Agency website.

#### **IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS**

**A. Cover Sheet**

**B. Table of Contents**

**C. Executive Summary**

**D. Main Proposal**

**E. Attachments**

**F. Declaration of Confidential Information**

**G. Conflict of Interest - Disclosure Statement**

**H. Statement of Assurances**

*A-H are defined more specifically below. The listing above is just to provide an initial outline for proposers.*

**A: Cover Sheet**

The Respondent must use the Cover Sheet provided in Appendix D.

*Legal Name* is defined as the name of the firm, corporation, or private provider organization, as listed on the Connecticut Secretary of the State website, or the name of the municipality or public health agency 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.

**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: Proposer Executive Summary**

The page limitation for this section is two (2) pages briefly describing how the Respondent meets the eligibility and qualification criteria outlined in the Proposal Overview and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

**D: Main Proposal Submission Requirements to Submit a Responsive Proposal**

**\*\*\*Please note the maximum total page length for this section is 15 pages** (all appendices and other attachments should be referred to in section D and then placed in section E). The Agency Review Committee will not read answers longer than 15 pages in this section.

- 1. Organizational Profile:** Provide a general overview of your organization/agency, including its history and prior experiences engaging with older adults, implementing falls prevention strategies, and collaborating with other community partners. Please include your organization/agency's mission, vision, and goals, noting how your Falls Innovation Project aligns with your organizational values and current work efforts. Describe any relevant qualifications, accreditations, certifications, or licensures of the Project Manager and staff who will work on the proposed Project. A resume or CV of the Project Manager and key staff must be included as attachments (Appendix N).
- 2. Project Work Plan:** Provide a detailed narrative of your work plan for implementing your Falls Innovation Project. Begin by including the specific needs you plan to address, community assets and resources, and the geographic area to be served by your Project. The Project must clearly address one or more of the focus areas noted in subsection II (B) of the RFP and present a novel strategy to reduce falls among older adults, aged sixty (60) years of age and older. It is important to include background on the development of the Project and the research and best-practices informing the Project, including citations. The Work Plan must include a timeline with key deliverables and a logic model describing how the Project's programming and services will result in expected outcomes. The Work Plan should demonstrate how the Project will involve collaboration across falls prevention stakeholders, including older adults being served. Intentions for sustaining promising practices after grant funds are fully spent should also be included.
- 3. Subcontractors:** If your Project Work Plan involves subcontracting any services to external organizations, municipalities, or agencies, the following information must be provided about each subcontractor:
  - a) legal name, address, and FEIN of organization, municipality, or agency;

- b) title, telephone number, and e-mail address of organization, municipality, or agency's contact person;
- c) description of services previously and currently provided by the subcontractor;
- d) description of services to be provided by the subcontractor and the rationale for outsourcing these services;
- e) subcontractor monitoring and oversight plan; and
- f) subcontract cost and term.

- 4. Staffing Plan:** The Project Team must include individuals with experience and expertise in working with older adults, and a good working knowledge of falls prevention best practices. Describe the current job roles and qualifications of all Project Team members. At least one person should be identified as a Project Manager to oversee the implementation of the Project, with the rationale behind their selection provided. One or more representatives of the Project Team must be able to participate in Falls Free CT Coalition quarterly meetings and a working group.
- 5. Data Collection and Evaluation Plan:** A robust evaluation plan must be in place to monitor both process and outcome measures. Describe your plans to evaluate the implementation of the Work Plan with fidelity and document lessons learned. Outline your outcome measures and identify the data collection instruments that will be used to measure these outcomes. Also describe your organization's technology infrastructure and how it supports your data collection and evaluation plan. Further, describe your policies and procedures for protecting personally identifiable information and data security.

**6. Budget and Budget Narrative:**

- a. Budget:
  - i. Provide a line-item budget for each of the three (3) years of the contract depicting the allowable costs and staff wages associated with the proposal.
  - ii. Provide the job title(s) of staff and/or subcontractor(s) who will work under this proposal and the corresponding hours they are available to work expressed in full-time equivalent (FTE) units or percentages.
- b. Budget Narrative:
  - i. Explain how costs included in the line-item budget were calculated. Either Microsoft Office Word or Excel format is acceptable. Allowable costs are those associated with the above-described eligible activities.
  - ii. Specify the rate of pay your organization will pay employees and subcontractors working under this solicitation for each identified service. ADS-BOA expects its providers and/or their subcontractor(s) will pay their staff a competitive living wage.

***E: Attachments***

Attachments other than the required attachments identified are not permitted and will not be evaluated. See Appendix F, *Proposal Checklist* for a list of relevant attachments. 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.

***F: Declaration of Confidential Information***

If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. The proposer must reference where the information labeled CONFIDENTIAL is located in the proposal (Appendix M). *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).

### **G: 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 (Appendix L). 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. 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."*

### **H: Statement of Assurances**

Complete, sign, and return Appendix B.

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

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

## ■ B. ASSURANCES

*By submitting 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 Agency may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.
- 3. Competitors.** The proposer assures that the submitted 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 Agency 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 Agency 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 Agency 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 Agency is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.

- 4. Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
- 5. Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Agency may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Agency, and at the proposer's expense.
- 6. Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Agency. The Agency may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Agency. At its sole discretion, the Agency may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
- 7. Presentation of Supporting Evidence.** If requested by the Agency, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Agency may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Agency 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 Agency or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Agency and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Agency and, if required, by the Attorney General's Office.

#### ■ D. RIGHTS RESERVED TO THE STATE

*By submitting 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 Agency.
- 2. Amending or Canceling RFP.** The Agency reserves the right to amend or cancel this RFP on any date and at any time, if the Agency deems it to be necessary, appropriate, or otherwise in the best interests of the State.
- 3. No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Agency may reopen the procurement process, if it is determined to be in the best interests of the State.
- 4. Award and Rejection of Proposals.** The Agency 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 Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The

Agency reserves the right to reject the 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 right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.
- 6. Contract Negotiation.** The Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Agency further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Agency may seek Best and Final Offers (BFO) on cost from proposers. The Agency may set parameters on any BFOs received.
- 7. Clerical Errors in Award.** The Agency reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.
- 8. Key Personnel.** When the Agency is the sole funder of a purchased service, the Agency reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Agency also reserves the right to approve replacements for key personnel who have terminated employment. The Agency further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Agency.

## ■ E. STATUTORY AND REGULATORY COMPLIANCE

*By submitting 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, or 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; or (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 and the State Auditors of Public Accounts at no additional cost.

## VI. APPENDIX

### A. ABBREVIATIONS / ACRONYMS / DEFINITIONS

ADS	Connecticut Department of Aging and Disability Services
BOA	Bureau of Aging
BFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CHRO	Connecticut Commission on Human Rights and Opportunities
Consumer	Individuals, age sixty (60) or older who participate in programs and services.
Contractor	a firm, corporation, private provider organization, municipality, agency, or other organization entering into a purchase of service contract with ADS-BOA as a result of this request for proposals.
CT	Connecticut
DAS	Connecticut Department of Administrative Services
FOIA	Connecticut Freedom of Information Act
IRS	United States Internal Revenue Service
LOI	Letter of Intent
OAG	Connecticut Office of the Attorney General
OPM	Connecticut Office of Policy and Management
OSC	Connecticut Office of the State Comptroller
P.A.	Connecticut Public Act
POS	Purchase of Service
Proposer	a firm, corporation, private provider organization, municipality, agency, or other organization that has submitted a proposal to ADS-BOA in response to this request for proposals. This term may be used interchangeably with "applicant" throughout the request for proposals.
Prospective Proposer	a firm, corporation, private provider organization, municipality, agency, or other organization that may submit a proposal to ADS-BOA in response to this request for proposals but has not yet done so.
RFP	Request For Proposal(s)
SEEC	Connecticut State Elections Enforcement Commission
Subcontractor	an individual (other than an employee of a contractor) or business entity hired by a contractor to provide a specific health or human services as part of a POS contract with ADS as a result of this request for proposals.
U.S.	United States

**B. STATEMENT OF ASSURANCES**

**Department of Aging and Disability Services**  
**Bureau of Aging**

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 the Agency within the cost and timeframes proposed in the RFP.
- c. The Respondent will seek prior approval from the Agency before making any changes to the location of services.
- d. Neither the Respondent or any official within the Respondent’s organization nor any subcontractor of the Respondent or any official within any subcontractor’s 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 within the Respondent’s organization nor any subcontractor of the Respondent or any official within any 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title

**C. REQUIRED LETTER OF INTENT COVER SHEET**

**State of Connecticut  
 Department of Aging and Disability Services  
 Bureau of Aging  
 REQUEST FOR PROPOSALS  
 RFP: ADS-BOA-OA Falls Prevention Innovations-RFP-2025**

Return to:

ADS-BOA Official Contact: Kerry Hanks

Email Address: [kerry.hanks@ct.gov](mailto:kerry.hanks@ct.gov)

The organization below intends to submit a proposal in response to the above referenced RFP. Note: this letter is a non-binding expression of interest and does not obligate the sender to submit a proposal.

**Organization/Municipality/Agency Information**

<b>Legal Name</b>	
<b>Mailing Address</b>	
<b>Telephone Number</b>	

**Contact Person: (Individual, other than Authorized Official, who can provide additional information about the proposal or who has immediate responsibility for the proposal)**

<b>Full Name</b>	
<b>Title</b>	
<b>Mailing Address</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	

**Authorized Official: (Individual empowered to enter into and amend contractual instruments in the name and on behalf of the Provider)**

<b>Full Name</b>	
<b>Title</b>	
<b>Mailing Address</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	
<b>Signature</b>	

**D. PROPOSAL COVER SHEET**

**State of Connecticut  
 Department of Aging and Disability Services  
 Bureau of Aging  
 REQUEST FOR PROPOSALS  
 RFP: ADS-BOA-OA Falls Prevention Innovations-RFP-2025**

**Organization/Municipality/Agency Information**

<b>Legal Name</b>	
<b>FEIN</b>	
<b>Mailing Address</b>	
<b>Telephone Number</b>	

**Contact Person: (Individual, other than Authorized Official, who can provide additional information about the proposal or who has immediate responsibility for the proposal)**

<b>Full Name</b>	
<b>Title</b>	
<b>Mailing Address</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	
<b>Signature</b>	

**Authorized Official: (Individual empowered to enter into and amend contractual instruments in the name and on behalf of the Provider)**

<b>Full Name</b>	
<b>Title</b>	
<b>Mailing Address</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	
<b>Signature</b>	

**E. BUDGET AND BUDGET NARRATIVE**

<b>DIRECT EXPENSES</b>	<b>ANNUAL Costs</b>
<b><u>5100: SALARIES</u></b>	
5101 Staff Salaries & Wages (title, hourly rate and % of FTE)	
5102 Overtime	
5103 Non-Routine Compensation (specify in narrative)	
5104 Other (specify in narrative)	
<b>Total Salaries</b>	
<b><u>5200: FRINGE BENEFITS</u></b>	
<b><u>5300: CONTRACTUAL SERVICES</u></b>	
5301 Medical Professional	
5302 Behavioral Health Professional	
5303 Contracted Workers - Non-Payroll	
5304 Other Contractual (specify in narrative)	
<b>Total Contractual Services</b>	
<b><u>5400: TRANSPORTATION</u></b>	
5401 Staff Travel Reimbursement	
5402 Vehicle Leases	
5403 Vehicle Maintenance	
5404 Other Transportation (specify in narrative)	
<b>Total Transportation</b>	
<b><u>5500: MATERIALS AND SUPPLIES</u></b>	
5501 Medical Supplies	
5502 Equipment (Less than \$5,000)	
5503 Other Materials and Supplies (specify in narrative)	
<b>Total Materials/Supplies</b>	
<b><u>5600: FACILITIES</u></b>	
5601 Rent or Real Estate Taxes	
5602 Security	
5603 Maintenance & Repair	
5604 Utilities	
5605 Other Facilities (specify in narrative)	
<b>Total Facilities</b>	
<b><u>5700: CAPITAL EXPENSES (&gt; \$5,000)</u></b>	
5701 Capital Equipment	
5702 Depreciation	
5703 Other Capital (specify in narrative)	
<b>Total Capital Expenses</b>	
<b><u>5800: OTHER EXPENSES</u></b>	
5801 Communications	
5802 Insurance	

5804	Staff Training and Education	
5805	Other (specify in narrative)	
<b>Total Other Expenses</b>		
<b>5900: CONSUMER SUBSIDIES</b>		
5901	Transportation	
5902	Activities Fees	
5903	Materials and Equipment Fees and Costs	
5904	Other Consumer Subsidies (specify in narrative)	
<b>Total Consumer Subsidies</b>		
<b>TOTAL DIRECT EXPENSES</b>		
<b>INDIRECT EXPENSES</b>		
<b>7100: ADMINISTRATIVE &amp; GENERAL</b>		
7111	Staff Salaries & Wages	
7120	Fringe Benefits	
	All Other A&G (Please provide details)	
<b>TOTAL INDIRECT EXPENSES</b>		
<b>TOTAL</b>		

**Note:**

**Please attach additional pages describing the budget narrative, as needed.**

## F. PROPOSAL CHECKLIST

To assist respondents in managing the proposal planning and document collation processes, this document summarizes key dates and proposal requirements for this RFP. Please note that this document does not supersede what is stated in the RFP. Please refer to the Proposal Submission Overview, Required Proposal Submission Outline, and Mandatory Provisions (Sections III, IV, and V of this RFP) for more comprehensive details. It is the responsibility of each respondent to ensure that all required documents, forms, and attachments, are submitted in a timely manner.

### **Key Dates**

<b><u>Procurement Timetable</u></b>		
The Agency reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	RFP Release	March 31, 2025
2	Required Letter of Intent Due	April 11, 2025
3	Deadline for Questions	April 30, 2025
4	Answers Released	May 7, 2025
5	Proposals Due	May 23, 2025
6	Proposer Selection	TBD
7	Start of Contract Negotiations	TBD
8	Start of Contract	July 1, 2025

### **Proposal Content Checklist**

- Cover Sheet** (Appendix D)
- Table of Contents**
- Executive Summary**: high-level summary of proposal and cost.
- Main proposal body answering all questions with relevant attachments, including, but not limited to, Budget and Budget Narrative** (Appendix E). *Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification.*
- Proof of Registration with Secretary of State** (mark as Appendix G)
  - **Registration with State Contracting Portal (if not already registered)**: Register at: <https://portal.ct.gov/DAS/CTSource/Registration>
- Campaign Contribution Certification** (OPM Form 1) (mark as Appendix H): <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>.
- Bidder Contract Compliance Monitoring Form** (mark as Appendix I): <https://portal.ct.gov/-/media/chro/cc-documents/notificationtobidderspdf.pdf>.
- IRS Determination Letter** (for nonprofit proposers) (mark as Appendix J)
- Two years of most recent annual audited financial statements or any financial statements prepared by a Certified Public Accountant** for proposers whose organizations have been incorporated for less than two (2) years (mark as Appendix K)
- Proposed budget**, including budget narrative and cost schedules for planned subcontractors, if applicable (Appendix E)
- Conflict of Interest Disclosure Statement** (mark as Appendix L)
- Statement of Assurances** (Appendix B)
- Declaration of Confidential Information** (mark as Appendix M, if applicable)
- Resume or CV of Project Manager and any key staff** (mark as Appendix N, if applicable)

**Formatting Checklist**

- Is the proposal formatted to fit 8 ½ x 11 (letter-sized) paper?
- Is the main body of the proposal within the page limit?
- Is the proposal in 12-point, Times New Roman font?
- Does the proposal format follow normal (1 inch) margins and 1 ½ line spacing?
- Does the proposer's name appear in the header of each page?
- Does the proposal include page numbers in the footer?
- Are confidential labels applied to sensitive information (if applicable)?