



Department of Families, Children, Youth & Recreation

2023 Hartford UNITY REQUEST FOR PROPOSALS

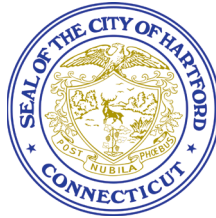
Key Dates

RFP Release: December 28, 2022

Mandatory Virtual Bidders' Conference: January 5, 2023; 2:00 PM EST

FAQ Submission Period: January 5, 2023 – February 3, 2023

Application Closing Date: February 6, 2023; 11:59 PM EST



CITY OF HARTFORD

Department of Families, Children, Youth and
Recreation

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LUKE BRONIN
MAYOR

KRISTINA BALDWIN
INTERIM DIRECTOR

December 30, 2022

Dear Youth Service Provider:

The City of Hartford Department of Families, Children, Youth and Recreation (DFCYR) helps children and youth succeed and grow into thriving adults. We partner with families, providers, educators, and the community at large to facilitate key initiatives and programming that help our young people along safe and productive paths.

DFCYR announces a funding initiative through the American Rescue Plan (ARP) which has been designated to *help young people recover and heal from the isolation and disruption of the pandemic, including youth recreation, employment, enrichment, and other supports*, through the Hartford UNITY (Understanding the Needs In Today's Youth) youth engagement grant program. In this spirit, DFCYR invites youth-serving providers to submit proposals for our **2023 Hartford UNITY Grant** opportunity in accordance with the enclosed Request for Proposals (RFP). The electronic RFP package may be found online at www.HartfordUNITY.com.

Contingent upon availability, funding will support youth engagement programs and activities for Hartford children and youth. All applicants must attend a Mandatory Virtual Bidders' Conference on Thursday, January 5, 2023 at 2:00 PM EST. The online application will become live following the Mandatory Virtual Bidders' Conference.

Proposals are due Monday, February 6, 2023 by 11:59 PM EST. You may send questions in writing to youthengagementgrants@hartford.gov until February 6, 2023 until 12 noon EST.

Thank you for your commitment to serving Hartford children, youth, and families.

Sincerely,

Kristina Baldwin
Interim Director, DFCYR

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HARTFORD UNITY RFP Overview

The City of Hartford Department of Families, Children, Youth and Recreation (DFCYR) announces a funding initiative through the American Rescue Plan (ARP) which has been designated to *help young people recover and heal from the isolation and disruption of the pandemic, including youth recreation, employment, enrichment, and other supports*. The Hartford UNITY (Understanding the Needs In Today's Youth) youth engagement grant program is designed to support activities for Hartford children and youth, ages birth to 24. This grant will help our community recover from profound emotional pain, economic hardship, and social isolation, while at the same time building a foundation for a stronger, healthier, more vibrant, and more resilient city in the years ahead.

MANDATORY BIDDERS' CONFERENCE

A Mandatory Virtual Bidders' Conference will be held on **Thursday, January 5, 2023** from **2:00-4:00 PM EST**. Attendance at the Bidders' Conference is required for all prospective applicants. Following attendance at the Bidders' Conference, you will receive unique "Bidders' Conference" code, which is required to access the online application form.

- **Mandatory Bidders' Conference Date: Thursday, January 5, 2023**
- Time: 2:00-4:00 PM EST
- Zoom link: Click [HERE](#) or copy and paste link below
- <https://us02web.zoom.us/j/84692964343?pwd=bktDQ2ZWcTRyamorMStaU1lZZU1JQT09>

INTENDED USES

Youth outreach, engagement, and enrichment opportunities are the primary intended use of UNITY funding. Opportunities should expose youth to social/emotional development strategies and opportunities. Program types may include, but are not limited to: 1) civic engagement and advocacy, 2) employment and workforce development, 3) environmental stewardship, 4) literacy, 5) Mental Health and Wellness (Clinical), 6) Mentoring and Tutoring (Non-Clinical), 7) Visual Arts, 8) Performing Arts, 9) recreation and leisure, 10) STEM and Computer Literacy 11) Substance Abuse Prevention and Treatment, 12) Youth Sports or other activities, events and experiences which promote and support productive and foundational growth for youth.

Programs must serve Hartford-resident children and/or youth, birth up to age 24. Awarded grantees will be required to provide the State Assigned Student Identifier (SASID) for each youth participant that is enrolled in school.

Target Populations and Services to be considered are as follows:

- Justice-involved and/or at-risk youth up to age 24
- Disengaged, disconnected, and/or opportunity youth up to age 24
- Adolescents ages 11 to 13 years old or in Middle School grades (6, 7, and 8)
- Young children under 5 years old

- Females under 18 years old
- Performing arts and culture programs

Program Types: These definitions are to help applicants when determining the program type for their application to.

- **Civic Engagement and Advocacy** – programs focused on educating, encouraging, and facilitating participation and/or advocacy in political, governmental, or nonprofit organizations or causes
- **Employment and Workforce Development** – programs focused on developing employable/marketable skills, and/or providing professional development opportunities
- **Environmental Stewardship** – programs focused on educating participants on natural processes, earth sciences, agriculture, environmental sustainability, and resiliency
- **Literacy** – programs focused on fostering, developing, or teaching reading/writing skills
- **Mental Health and Wellness (Clinical)** – clinical services and/or referrals with a focus on mental health therapy and/or treatment
- **Mentoring and Tutoring (Non-Clinical)** – programs focused on providing guidance, advice, encouragement, academic assistance, or friendship to those who need it
- **Visual Arts** – programs focused on physical media such as painting, sculpture, or photography
- **Performing Arts** – programs focused on activities such as music, theater, dance, or film
- **Recreation and Leisure** – programs focused on facilitating active and passive leisure activities such as golf, tennis, hiking, climbing, bowling, fishing, board games, equestrian activities, etc.
- **STEM and Computer Literacy** – programs focused on fostering interest or developing skills in science, technology, engineering, math, or computer literacy
- **Substance Abuse Prevention and Treatment** – programs focused on educating or mentoring those facing substance abuse issues in their families or themselves
- **Youth Sports** – programs focused on facilitating team activities such as soccer, football, basketball, baseball, hockey, volleyball, softball, etc.

YOUTH OUTREACH AND ENGAGEMENT

Youth outreach and engagement is successfully achieved by building trusting relationships with youth, particularly reaching out to those who are not receiving services and are disconnected from education and employment. The purpose of youth outreach and engagement is to introduce youth to resources and services that can lead to positive life outcomes such as education enrollment, increased work experience, permanent employment, and credential attainment. Youth outreach and engagement strategies should include the following:

- Relentless and persistent contact with youth.
- Elevating youth voice at multiple tables and opening positions for them to take on outreach roles.
- A mutual understanding that we will be working together toward positive life outcomes for the youth.
- In a timely manner assessing their interests, needs, aspirations, and levels of work readiness.

- Realizing that one organization may not be able to provide all that the youth needs and therefore, warmly transitioning a youth from one provider to the next.

As a result of these youth outreach strategies, we can both build on existing relationships and enhance the longevity and quality of current relationships.

FUNDING LEVELS AND TERMS

Applicants may only submit one grant application. Applicants must indicate whether or not they will be entering a partnership, determined by eligibility criteria and the terms listed below.

\$5,000 – up to \$24,999

- Applicant may be an organization **or** a 501(c)(3) IRS-designated Non-Profit
- Programs must (1) Expand direct services by the number of youths serviced, number of services provided, or number of service locations or (2) build capacity through training, staff, or data infrastructure
- Program period may be Summer-only or Year-round
 - Summer Program: July 1, 2023 - August 31, 2023
 - Year-Round Program: July 1, 2023 - June 30, 2024
- Must use City ETO, MyRec, or have in-house data capacity
- Must have or can obtain City-required insurance, including Sexual Abuse and Molestation and Cybersecurity coverages
- Must sign data sharing agreement with Hartford Data Collaborative
- Requires a competitive community-panel review process
- Requires entering into a professional services contract with the City of Hartford
- Online application is due on **Monday, February 6, 2023 by 11:59 PM EST.**

\$25,000 - \$100,000

- Applicant **must** be a 501(c)(3) IRS-designated Non-Profit
- Programs must (1) Scale up existing programming with preliminary or moderate evidence of effectiveness, (2) pilot new, evidence-based programming or (3) offer programming that integrates social-emotional learning in enrichment activities
- Program may be Summer-only or Year-round
 - Summer Programs: Program period is from July 1, 2023 - August 31, 2023
 - Year-Round Programs: Program period is from July 1, 2023 - June 30, 2024
- Must use City ETO, MyRec, or have in-house data capacity
- Must have or can obtain City-required insurance, including Sexual Abuse and Molestation and Cybersecurity coverages
- Must sign data sharing agreement with Hartford Data Collaborative
- Requires a competitive community-panel review process
- Requires entering into a professional services contract with the City of Hartford
- Online application is due on **Monday, February 6, 2023 by 11:59 PM EST.**

APPLICANT ELIGIBILITY AND REQUIREMENTS

Applications will be accepted from an:

An organization and/or a Non-Profit 501(c)(3): Youth-serving Organizations that serve Hartford youth up through age 24, with IRS 501(c)(3) status, (verifiable at <http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check>) may submit a proposal.

Taxpayer's Identification Number

Respondents must provide their Taxpayer Identification number on the response form (Tax ID#). Award recipients, whether in a partnership, a 501(c)(3) non-profit corporation or an organization must file the Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification with the City.

DFCYR strongly encourages proposals that include program partnerships designed to provide effective, comprehensive services. Such eligible organizations must satisfy the requirements of this RFP.

UNITY Grant Application Submission Requirements

- Funding may only be used for Hartford residents and requires that services be provided with no cost to participants.
- Programs must serve Hartford-resident children and/or youth between the ages of birth up to 24.
- An organization/non-profit may only apply for one grant. Only the last submitted grant application will be considered; any other previous submissions will be disqualified and discarded.
- Each applicant may participate in one (1) submission. Proposals found to include *applicant* organizations which submit or are party to more than one (1) submission under this RFP will be found non-responsive and disqualified from consideration. Such determination shall apply to all proposals to which any such applicant organization is party.
- E-mailed, hand-delivered, mailed or handwritten submissions will not be accepted.
- Questions may be sent to youthengagementgrants@hartford.gov until Friday, February 3, 2023 until 5:00 PM EST.
- Application Due Date: **Monday, February 6, 2023 by 11:59 PM EST.**

Additional Eligibility and Other Requirements for Awarded Grantees

- Staff background checks
- First Aid and CPR trained program staff
- DCF Mandated Reporter trained staff
- Health and Safety information session
- Hartford Data Collaborative information session
- Must align with Hartford's ARP mission and intended uses
- Must be a provider that serves Hartford children and youth
- Funding is for Hartford residents only

- Services must be provided at no cost to participants
- Must agree to provide data, with informed parental consent
- Must use provided Hartford UNITY logo
- Each applicant may participate in one (1) submission

IMPORTANT! - Only the last submitted grant application will be considered; any other previous submissions will be disqualified and discarded.

Partnerships. Qualified organizations are **strongly encouraged**, but not required, to submit proposals through this RFP in partnership with an individual and/or other non-profit organizations that serve Hartford youth. Partnerships should be utilized to offer youth a more holistic approach to receiving services and should be consistent with the Program Description. Evidence of partnerships should be in the form of a Letter of Agreement (LOA) or Memorandum of Understanding (MOU) and should clearly and concisely outline the role of each partner, (including which partner/organization is the primary applicant), what services will be provided by each partner, and how the partnership contributes to and strengthens the overall program. Necessary costs for such partnerships should also be clearly reflected and articulated in all budget documents. **The LOAs or MOUs must be signed by the executive leadership of both partners and attached to the application at the time of submission. No LOAs or MOUs will be accepted after the application has been submitted. Organizations entering into a partnership application will not be able to submit another application individually or with another partner. Only one application is allowable per partnership and it must be submitted by the Lead Applicant. The Lead Applicant is responsible for meeting the requirements outlined in the RFP and will have direct oversight of the partnering entity. The City of Hartford will only be entering into a contract with the Lead Applicant in the partnership.**

Letter of Agreement (LOA). This document describes the type of support your collaborator (partner) will provide to the project. It will summarize the agreements you have in place to support the project, including the commitment of resources, collaboration or role in the project and the services proposed.

- The overall purpose of the agreement
- A timeline or schedule of each party's contributions, when the partnership begins and ends
- The obligations of each party
- The financial responsibilities and costs of each party
- What all parties intend to contribute to the agreement and their unique roles
- The costs and financial responsibilities of each party

Staffing Requirements. Individuals that earn wages will be considered employees of the grant awardee and/or its partners as applicable. While it is preferred that any newly hired individuals for the UNITY are residents of Hartford, it is not required.

Provider will employ personnel in order to administer the program; and shall provide broad program oversight, ensuring high-quality services, access to gender and culturally appropriate programs, and positive outcomes for youth.

In alignment with federal standards and national best practices, the City of Hartford is requiring that awarded grantees complete a criminal history checks for all individuals that are paid using UNITY grant funds from the City of Hartford. A criminal history check for the purposes of the UNITY grant is considered a name-based search of the Connecticut Sex Offender Registry and National Sex Offender Registry, a search of the Connecticut State Police criminal history record, and submission of fingerprints through a state central record repository for a fingerprint-based Federal Bureau of Investigation (FBI) national criminal history background check. An individual shall be ineligible to be paid wages with UNITY grant funds from the City of Hartford if such individual refuses to consent to the criminal history check or makes a false statement in connection with such criminal history check. An individual that will serve or have access, on a recurring basis, to children age 17 years or younger shall be ineligible to be paid wages with UNITY grant funds from the City of Hartford if such individual is registered, or is required to be registered, on a Connecticut Sex Offender Registry or the National Sex Offender Registry or has been convicted of murder.

TARGET POPULATION, OUTCOMES, AND REPORTING

Target population. Hartford children and/or youth from birth up to age 24.

Outcomes. Within a Results-Based Accountability (RBA) framework, DFCYR seeks results including that all of Hartford's children and/or youth are prepared to succeed. Youth can better achieve their life goals if they are matched with caring adults who can influence them to establish and maintain positive skills and behaviors.

The framework ensures that grantees will be responsible for population and performance accountability. The grantees' programs will provide a positive, safe, enriching and supporting environment where the youth can develop positive life-skills, build relationships and meet program objectives. The grantee program should seek to support community-driven, results-based and data driven efforts to improve the overall health, wellness, outreach and engagement, including developmental outcomes for youth in the Hartford community.

Reporting Requirements. DFCYR views grant reporting as a valuable opportunity to highlight grantees' work in the community, gain program and process insight from grantees, and identify areas for technical assistance and future improvement. DFCYR will provide reporting schedules and templates to awarded grantees. Please note that any report submitted to DFCYR is not considered confidential and may become public, and, therefore, should not contain any information that does not protect the privacy of program participants as governed by the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) laws.

Youth Survey and Data Requirements. DFCYR requires that awarded grantees report required data via a DFCYR-designated data entry system. Regular data entry will support daily operations by facilitating timely analysis and course correction. Awarded grantees will be required to participate in data sharing of contractually relevant information, established under mutually acceptable terms and conditions with the City of Hartford or its designee. Unlike grant reports which may become public, participant data inclusive of Personally Identifiable Information (PII)

or Sensitive Personal Information (SPI) is considered confidential and will not be made public or shared with any individual or organization other than those authorized by the participant (or, in the case of participants under 18, their legal guardian).

SASID (Student Assigned Student Identifier). Awarded grantees are required to provide the SASID (Student Assigned Student Identifier) number for any Hartford-resident youth in their program that are enrolled in school.

AWARD INFORMATION

DFCYR may award a single grant or multiple grants under this initiative. DFCYR reserves the right to cancel and re-issue this grant program if DFCYR determines and documents that submissions fail to establish a reasonable expectation of successful program implementation. At any time during the evaluation/selection process, DFCYR reserves the right to modify the scope of the work, services and/or goods called for under this grant program. DFCYR shall notify the change to only those bidders who have not been officially eliminated due to technical reasons at that point in time. Additionally, DFCYR reserves the right at the time of award of contract to extend, reduce, or otherwise revise the scope of the work, services and/or goods called for under this grant program without the issuance of an additional application.

KEY DATES

RFP Release. DFCYR will provide notice of this RFP and make the RFP package available on Wednesday, December 28, 2022. Public notice will be provided via the DFCYR website at: <https://www.HartfordUnity.com>. Other notification may occur.

Mandatory Bidders' Conference. DFCYR will hold a Mandatory Virtual Bidders' Conference on Thursday, January 5, 2023 from 2:00 – 4:00 PM EST. At least one representative from the applicant organization must attend the Bidders' Conference to be eligible for this funding opportunity. An online version will be available following the Bidders' Conference. To gain access to the Grant Application, you will need to enter the code provided at the Bidders' Conference. During the online presentation, a 5-digit alphanumeric code will be displayed. Please write down this code and enter it when requested on the online proposal form to access the application.

FAQ Document Release. DFCYR will create a document containing frequently asked questions (FAQs) based on questions submitted by applicants. All identifying information will be removed for privacy reasons. Any questions must be submitted by 12:00 PM EST on Friday, February 3, 2023 to be added to the FAQ document; questions submitted after this time are not guaranteed to receive a response on the FAQ document or otherwise. The FAQ document will be "live" on the website and questions will be answered by 5:00 PM every Wednesday with a final updated document by 12 noon EST on Monday, February 6, 2023. All questions must be submitted via email to youthengagementgrants@hartford.gov. No delay in the document's release shall be cause for any delay or shift of other key dates.

Closing Date and Time. The closing date for submission of electronic proposals under this RFP is **11:59 PM EST on Monday, February 6, 2023**. E-mailed, hand-delivered, mailed or handwritten submissions will not be accepted.

Award Announcement. No delay in the award announcement shall be cause for any delay or revision of the awardees' obligations.

SUBMISSION INFORMATION

The complete RFP will be posted at <https://www.HartfordUnity.com>. The online application will be live following the Mandatory Bidders' Conference.

To gain access to the Grant Application, you will need to enter the code provided at the Mandatory Bidders' Conference. At least one representative from your organization must attend the Bidders' Conference to be eligible for this funding opportunity. If you are unable to attend, you may choose to watch a video recording that will be made available following the Bidder's Conference. During the presentation, a 5-digit alphanumeric code will be provided. Please write down this code and enter it when requested on the online proposal form to access the application. The online application will be live following the Mandatory Bidders' Conference.

E-mailed, mailed or handwritten submissions will not be accepted. All submissions must be submitted via the designated online portal at Hartford UNITY Grant Application - 2023 (DFCYR) (openforms.com)

APPLICATION CONTENT

The online application form will be available here following the Mandatory Bidders' Conference: Hartford UNITY Grant Application - 2023 (DFCYR) (openforms.com).

Application sections are as follows:

- 1) Applicant Type
- 2) Organization Partnership
- 3) Insurance: Minimum Insurance and Certificate of Insurance
- 4) Contact Information
- 5) (Optional) Additional Authorized Contact
- 6) Youth Outreach and Engagement
- 7) Program Description
- 8) Budget Workbook
- 9) Program Provider Compliance
- 10) Proposal Review Process
- 11) Funding Levels and Terms
- 12) Acknowledgements and Electronic Signature

The online application WILL allow applicants to SAVE AND CONTINUE the form later. Please ensure you save the system link provided to access the (incomplete) form later, if needed. All submissions are final.

BUDGET WORKBOOK

The Budget Workbook consists of three (3) parts:

- 1) Budget Definitions
- 2) Budget Worksheet
- 3) Budget Narrative

All budget documents are all a part of one Microsoft Excel document containing each section on a separate tab. The Budget Workbook is required for all applications. Please use the Budget Worksheet to identify all revenue and expenses required to support the program. Please write a Budget Narrative—in narrative form—that describes in detail how and why funding will be used. The Budget Narrative must correspond to each line item in the budget, providing an explanation of how the costs benefit the program as well as the calculation of costs or value of in-kind services. Sufficient detail should be provided that your calculations may be reproduced by someone reviewing your proposal.

- a) The Budget Narrative corresponds to the Program Description and the resources are reasonable and adequate to accomplish the goals.
- b) All cost bases and calculations are replicable and clearly explained in narrative form (incl. price/estimate sources, quantities, etc.).
- c) All costs are categorized correctly, limited to allowable activities, and indirect administrative expenses do not exceed 10% of the total grant amount.
- d) All costs/resources are reasonable to achieve the deliverables.

If awarded, the grantee is responsible for meeting the administrative, financial, and programmatic reporting requirements of the award until the successful completion of the proposed program. Grantees may receive a portion of or the whole funded amount as a reimbursement for expenditures of the program.

Examples of allowable costs:

- Materials and supplies
- Related field trips and transportation costs
- Subcontracts for special workshops or specific services
- Background checks for staff
- Awards, rewards, stipends and incentives

Examples of prohibited costs:

- Program services for non-Hartford residents
- Costs in violation of any applicable laws, regulations, or policies
- Capital Improvement Cost including vehicle or homeownership

PROGRAM PROVIDER COMPLIANCE

Department of Families, Children, Youth and Recreation (DFCYR) Provider Compliance

Agreement: Contingent upon a successfully awarded contract with DFCYR and available American Rescue Plan Act (ARPA) funding, I agree to comply with the following:

All applicants must comply with these:

- Participation in Hartford UNITY Campaign including approved use of Hartford UNITY logo on website, Facebook and other promotions.
- Program/Service will align with Hartford American Rescue Plan Act (ARPA) mission and intended uses.
- Services provided under this funding must be for Hartford residents.
- Services are provided at no cost to participants.
- Completion and ability to provide evidence of staff background checks for staff/volunteers working directly with youth.
- Completion of CPR and First Aid Certified training, or ability to provide evidence of such training.
- CPR First Aid trained, and background-checked staff/volunteers will be available onsite during youth activities and/or events.
- Staff completion or ability to provide evidence of Department of Children and Families (DCF) Mandated Reporter Training.
- Attendance at mandatory Health and Safety Info Session.
- Obtaining informed consent for participant photo and media promotions, as well as data and information sharing.
- Requires a competitive community-panel review process
- Requires entering into a professional services contract with the City of Hartford
- **The applicant is only applying for one (1) grant.**

FORMS REQUIRED

Please review and be ready to certify that you have reviewed the requirements and will complete all attachments during the contracting process, if awarded:

- Organization Audit, or Form 990 if an audit is not available (most recent tax year, 2022 or later) Management's response to the auditor [optional]
- W-9 (*awarded grantee*)
- An Equal Employment Opportunity (EEO) Report (*awarded grantee*)
- City of Hartford Tax/Financial Certification and Declaration Form
- Youth Service Bureau – Memorandum of Understanding Concerning Certain De-Identified Data (MOU) (*awarded grantee*)
- Hartford Data Collaborative (HDC) Data sharing agreement (*awarded grantee*)
- Certificate of Insurance: Specific questions about the need for Certificates of Insurance may be directed to the City of Hartford Risk Management Division at (860) 543-8555
 - Minimum Insurance Requirements

APPLICATION SCREENING CRITERIA

The following technical criteria must be met in order to deem a proposal eligible. If any of the following criteria is missing and/or incomplete at the time of submission, the application will be deemed **non-responsive**.

- A completed Budget Workbook attached to the application
 - Budget Narrative
 - Budget Worksheet
- A completed Results Framework attached to the application
- At the time of submission, the applicant must either be an:
 - Organization (*for applications from \$5K-Under \$25K*): with a Tax Identification Number (TIN) or Employer Identification Number (EIN)
 - 501(c)(3) In good standing with the IRS and Verifiable
- Attach proof of 501(c)(3) nonprofit status (*if applicable*):
 - Copy of Letter of Determination or IRS Tax Exemption Letter
- If in a Partnership, a signed LOA/MOU agreement must be attached to the application

Additionally, DFCYR may deem an applicant non-responsive if sufficient documentation exists to establish that the applicant or its agents engaged in activity to influence DFCYR, any City of Hartford representative, the reviewers, or the review process outside the formal review process outlined in this RFP.

GENERAL CONDITIONS AND REPRESENTATIONS

The release of this RFP does not constitute an acceptance of any offer, nor does such release in any way obligates the organization releasing this RFP to execute a contract with any respondent. The City of Hartford reserves the right, at its sole discretion to accept or reject any offers on the basis of the conditions set forth in this RFP, and to evaluate all accepted proposals on the criteria included in the technical and content review criteria.

1. Before preparing proposals, respondents should note that:
 - City of Hartford will not be liable for any cost incurred in the preparation of proposals or negotiation of contracts, including the costs of printing, copying, travel or staff compensation.
 - All proposals in their entirety will become the property of City of Hartford upon submission.
2. The award of a contract is contingent upon:
 - Availability of sufficient funding for the program;
 - Favorable evaluation of the proposal in relation to other proposals;
 - Approval of the proposal by the sponsoring organization; and
 - Successful negotiation of any changes to the proposal required by the sponsoring organization, or City of Hartford.
3. The City of Hartford reserves the right to negotiate the final terms of all contracts with successful respondents. Items that may be negotiated include, but are not limited to, type and scope of services, costs and prices, production schedules, target groups, geographic goals and service levels.

4. Likewise, the City of Hartford also reserves the right to accept any proposal as submitted for contract award, without substantive negotiation of offered terms, services or costs. Therefore, respondents are advised to propose their most favorable terms initially.
5. The City of Hartford is responsible for final review and evaluation of proposals and selection of program providers, and reserves the right not to fund any or all proposals. Proposals must be complete and must follow the format outlined in this RFP.
6. The Lead Applicant in a partnership will be required to assume full responsibility for all services, and must provide a LOA or MOU to clearly identify the role of each partner in the partnership. Entering into a partnership will not relieve the Lead Applicant of responsibility for delivery of all proposed services. All proposed arrangements must be articulated in detail in the proposal, and each must include a separate line item budget.
7. By submission of a proposal, the Lead Applicant (organization) certifies as to its legally constituted status, and that in connection with this proposal:
 - a. The costs in the proposal have been arrived at independently without consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such costs with any other respondent or with any competition (this provision is not intended to inhibit constructive coordination and collaboration among respondents).
 - b. Unless otherwise required by law, the costs which have been quoted in the proposal have not been knowingly disclosed by the respondent, and will not be disclosed by the respondent, prior to award directly or indirectly to any other respondent or to any competition.
 - c. No attempt has been made by the respondent to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
8. Person(s) signing the proposal certify that person(s) in the respondent's organization who are legally responsible within that organization for the decision to offer the proposal have not participated, and will not participate, in any action contrary to 7. a, b, or c, as stated above.
9. By submission of a proposal, the respondent does declare that the only person or persons interested in the partnership is/or, are names therein and that no other person other than therein mentioned has any interest in the proposal or contract to be entered into; that this proposal is made without connection with any person, company, or parties making a proposal, and that it is in all respects fair and in good faith without collusion or fraud.
10. Any respondent awarded funds to provide program services will be expected to ensure that the program operation is of professional quality, have personnel sufficient to ensure service continuity, maintain proper programmatic and fiscal controls, submit timely reports as required, and comply with the funding requirements as well as mandated statute and regulations for the term of the agreement.
11. Any respondent awarded funds agrees that if the City of Hartford cannot in good faith negotiate a written contract within a reasonable period of time, the City of Hartford may unilaterally cancel its selection of that respondent.
12. Any respondent awarded funds agrees that the City of Hartford reserves the right to terminate the contract at any time. The City of Hartford also reserves the right to accept any proposal as submitted for contract award, without substantive negotiation of offered terms, services or costs. Therefore, respondents are advised to propose their most favorable terms initially.

PROPOSAL REVIEW PROCESS

Procedures for assessing the technical merit of proposals have been instituted to provide for an objective review of proposals and to assist applicants in understanding the standards against which each proposal will be judged. The review criteria are based on the RFP requirements. DFCYR reserves the right to cancel and re-issue this grant program if DFCYR determines and documents that submissions fail to establish a reasonable expectation of successful program implementation. At any time during the evaluation/selection process, DFCYR reserves the right to modify the scope of the work, services and/or goods called for under this grant program. DFCYR shall notify the change to only those bidders who have not been officially eliminated due to technical reasons at that point in time. Additionally, DFCYR reserves the right at the time of award of contract to extend, reduce, or otherwise revise the scope of the work, services and/or goods called for under this grant program without the issuance of an additional application. If there is not a proposal that meets the minimum qualification standards, DFCYR reserves the right to allocate and award funds using City of Hartford sole source guidelines.

As a trustee of public dollars, DFCYR will make every effort to preserve the integrity and independence of the review process. Proposals will be reviewed by a review panel with representation from Hartford's vibrant professional and cultural landscape, with particular focus on program planning, administration qualifications and experience in areas related to the subject matter. Reviewers will assess the strength of each proposal and will be required to provide support for their scoring decisions. Reviewers may revise their scores during review session discussion and shall identify the reasons behind any such revision. Reviewers' scores within each section will be averaged to determine the panel's final score for that section. Past performance by current or former Hartford UNITY grantees will be considered in determining funding, at the sole discretion of the City of Hartford.

PROPOSAL SCORING RUBRIC

The Proposal Scoring Rubric includes those criteria noted in this document. Current or former Hartford UNITY grantees will have additional criteria for internal review to evaluate past performance, at the sole discretion of the City of Hartford.

This RFP document contains the criteria, and the maximum number of points applicants may earn by satisfying the specific criteria. Applicants should fully address criteria, citing relevant experience based in data, lessons learned, and reliable research, and aligning all proposal elements with the results framework. **DFCYR highly encourages prospective applicants to have colleagues perform "mock reviews" of draft submission materials, in addition to proofreading, to enhance materials prior to submission.**

SCORING RUBRIC

<u>Criteria</u>	<u>Scale</u>	<u>Wt.</u>	<u>Max Wt. Score</u>
1. Demonstration of Need	0-4	4	16
2. Description of Program	0-4	4	16
3. Budget Workbook / Narrative	0-4	5	20

4. Impact on Youth	0-4	4	16
5. Results Framework	0-4	4	16
6. Alignment between the program objectives and that of the Grant's mission and goals	0-4	4	16
7. Past Performance Review (only if a previous Hartford UNITY grantee)			20

1. DEMONSTRATION OF NEED (*Wt. 4; Max Score: 16*)

(0 Points): Missing information or ineligible.

(1 Point): Description of need is hard to understand, verbose, or uses educational jargon. It is not clear what is the specific need, and no data or information is included to support justifying need.

(2 Points): Description depicting the need is somewhat clear and minimally explains why funding is needed. There is some data or information to support need in addition to anecdotal descriptions of current status.

(3 Points): Description depicts the need for the program well and language clearly describes current status. Data or additional information supports narrative and shows clear need.

(4 Points): Description is very clear, concise, and easy to understand. Information and data are attached clearly supports need. Additional data or information complete a big picture explanation for need.

2. DESCRIPTION OF PROGRAM (*Wt. 4; Max Score: 16*)

(0 Points): Missing information or ineligible.

(1 Point): The description of the program or the program initiative is vague or unclear. The goals of the grant are not addressed or clearly stated. The goals do not align with the need stated. No outcomes are described.

(2 Points): The description of the program or initiative is somewhat clear and includes details. The goals of the grant are addressed but not clearly stated. Goals and desired outcomes are minimally described and are somewhat aligned with the need described.

(3 Points): The description of the program or initiative is very clear with detailed descriptions of the work to be completed. The goals of the grant are clearly stated. Outcomes of moderate impact and value are described. There lacks some specificity in what is measurable in outcomes.

(4 Points): The description of the program or initiative is exceptionally clear and provides detailed information. The goals of the grant are clearly stated. Significant outcomes are described. The specific outcomes of each goal are stated clearly and are directly aligned to the described need. All goals and outcomes are measurable both qualitatively and quantitatively.

3. BUDGET WORKBOOK (*Wt. 5; Max Score: 20*)

(0 Points): Missing information or ineligible.

(1 Point): Budget workbook is incomplete or does not align with the proposed program. Budget narrative/worksheet is insufficient and does not match. *Does not include information of other funding sources and/or partnership funding (if applicable).

(2 Points): Budget workbook is defined only in general terms and is missing specific information. Budget narrative/worksheet are complete, but do not match and/or are lacking information. *Includes some information of other funding sources and/or partnership funding (if applicable).

(3 Points): Budget workbook gives information about what is purchased, from where and how much, but lacks specifics. *Includes information of other funding sources and/or partnership funding (if applicable).

(4 Points): Budget workbook outlines in detail how the money will be spent including where and how funds are being expended, including prices, quantity of materials purchased, etc. *Includes sufficient information of other funding sources and/or partnership funding (if applicable).

4. IMPACT ON YOUTH (*Wt: 4; Max Score: 16*)

(0 Points): Missing information or ineligible.

(1 Point): Lacks potential to impact youth development or how it would influence learning is unclear.

(2 Points): Potential for some impact on youth development and enjoyment.

(3 Points): Potential for impact on learning and enjoyment of a group of youth (program or small group).

(4 Points): Potential to profoundly impact the learning and enjoyment of a significant number of youths.

5. RESULTS FRAMEWORK (*Wt: 4; Max Score: 16*)

(0 Points): Missing information or ineligible.

(1 Point): Limited or weak evaluating criteria to measure the impact of the work in achieving program goals. No data collection process in place to measure impact of program's actions on those they serve.

(2 Points): Somewhat of an evaluation criterion created for measuring the impact of the work in achieving program goals. Some data collection processes are in place to measure impact of program's actions on those they serve.

(3 Points): Clear and strong evaluation criteria created for measuring the impact of the work in achieving program goals. Significant and strong data collection processes are in place to measure impact of program's actions on those they serve.

(4 Points): A comprehensive and systemic evaluation criterion to measure the impact of the work in achieving program goals. Exceptional data collection processes are in place to measure impact of program's actions on those they serve.

6. ALIGNMENT BETWEEN THE PROGRAM OBJECTIVES AND THAT OF THE GRANT'S MISSION AND GOALS (*Wt: 4; Max Score: 16*)

(0 Points): Missing information or ineligible.

(1 Point): Lack of alignment between the program's objectives and mission and the goals of the work described in the grant's application.

(2 Points): Somewhat of an alignment between the program's objectives and mission and the goals of the work described in the grant's application.

(3 Points): Significant evidence of an alignment between the program's objectives and mission and the goals of the work described in the grant's application.

(4 Points): Clear and strong alignment between the program's objectives and mission and the goals of the work described in the grant's application.

7. PAST PERFORMANCE REVIEW (only if a previous Hartford UNITY grantee)

(*Wt: 1; Max Score: 20*)

(0-20 Points): Previous UNITY grantees will be subject to additional performance review to evaluate past performance, at the sole discretion of the City of Hartford.

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[illegible]

INSURANCE REQUIREMENTS

Original, completed Certificates of Insurance (COI) must be presented to the City of Hartford at contract issuance. Vendor agrees to provide replacement/renewal certificates prior to the expiration date of the policies. Email COI's to: COICompliance@Hartford.gov and reference your Program for quicker service.

NOTES:

- (1) If contractor/vendor will be working with children or serving youth under the age of 21 Abuse and Molestation coverage must be included.
- (2) If Pollution Liability is required, the MCS-90 & CA9948 endorsements must be included.
- (3) If minimums are not met, Excess with Follow Forms is required.
- (4) If Pollution exposure exists, Pollution Liability must be included.
- (5) If Cyber Liability exposure exists, Cyber/Data Breach must be included.
- (6) If Professional Liability exposure exists, Professional Liability must be included.

Please see the next page(s) for the following documents:

- City of Hartford Minimum Insurance Requirements (p. 20)
- Certificate of Liability Insurance [example] (p. 21)

City of Hartford – Minimum Insurance Requirements

****Revision 07/01/2022 for any NEW contract and at renewal and/or extension for any EXISTING contract****

Contractor/Vendor shall agree to maintain in force at all times during the contract the following minimum coverage and shall name the **City of Hartford as an Additional Insured on a primary and non-contributory basis** to all policies except Workers Compensation. **All policies should also include a Waiver of Subrogation**. Insurance shall be written with carriers approved in the State of Connecticut and with a minimum AM Best's rating of "A"-VIII. The City's Risk Manager may waive certain provisions or increase liability limits at his or her discretion. In addition, all carriers are subject to approval by the City of Hartford and the Hartford Board of Education.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
	Abuse & Molestation ⁽¹⁾	\$1,000,000
Auto Liability	Combined Single Limit	\$1,000,000
	Each Accident	
	Including Endorsements:	
	• MCS-90 ⁽²⁾	
	• Pollution Liability (CA9948) ⁽²⁾	
Umbrella ⁽³⁾ (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Pollution Liability ⁽⁴⁾	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Cyber Liability/ Data Breach ⁽⁵⁾	Each Incident	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability ⁽⁶⁾	Each Claim Or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Broker Information Here	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
Insured Information Here	INSURER A: INSURER A	
	INSURER B: INSURER B	
	INSURER C: INSURER C	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 1181784343

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL (INSR)	SUBR (WVD)	POLICY #	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	POLICY #	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 Abuse & Molestation \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	POLICY #	7/1/2021	7/1/2022	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	Y	Y	POLICY #	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	POLICY #	7/1/2021	7/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 Per Claim/Agg 1,000,000
B C	PROFESSIONAL LIABILITY	Y Y	Y Y	POLICY #	7/1/2021	7/1/2022	Per Claim/Agg 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: VENDOR # XXXXXXX

Certificate Holder is an Additional Insured, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

The insurance provided in the policies is primary and any other insurance shall be excess only, and not contributing with the exception of Workers Compensation.

Waiver of Subrogation applies to certificate holder, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

CERTIFICATE HOLDER

CANCELLATION

City of Hartford 550 Main Street Hartford CT	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE MUST BE SIGNED HERE

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