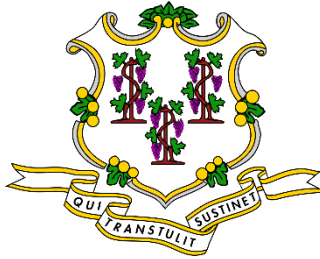


STATE OF CONNECTICUT PROCUREMENT NOTICE

**Request for Proposals (RFP)
For Center Based Educator
Registered Apprenticeship Program (CBE-RAP)
RFP Name: OEC-24-CBERAP
Issued by:
Office of Early Childhood
August 20, 2024**

The Request for Proposal is available in electronic format on the State Contracting Portal by filtering by Organization for the "Early Childhood, Office of" (<https://portal.ct.gov/DAS/CTSource/BidBoard>) or from the OEC's Official Contact:

Name: Lindsay A. Raymond
Address: Office of Early Childhood
450 Columbus Boulevard
Hartford, CT 06103
Phone: (860) 500-4579
E-Mail: oec.rfp.commissioner@ct.gov

The RFP is also available on the OEC's website at: <https://www.ctoec.org/rfps/>.
Applicants may register for the optional pre-bid conference by [clicking on this link](#).

RESPONSES MUST BE RECEIVED NO LATER THAN

FRIDAY, OCTOBER 4, 2024, 5:00PM ET

The Office of Early Childhood (OEC) is an Equal Opportunity/Affirmative Action Employer.

The OEC 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).



Dear Present and Future Colleagues,

Early childhood educators are integral to Connecticut's social and economic fabric. They provide safe and nurturing environments where children learn and grow during their formative years, laying the foundation for lifelong success. In 2023, **CT OEC's Blue Ribbon Panel identified improving the support of Connecticut's early childhood workforce as the child care system's most pressing need.** The state faces a workforce shortage because of the field's low wages and lack of professional supports. Wages for professionals serving children 0-5 in Connecticut are 23% lower than workers in competing fields, and their jobs often lack benefits. Additionally, only 12% of early childhood educators access pathways to earn degrees because they lack the time, resources, and ongoing training needed to do so.

To address these shortages, The OEC is delighted to extend an invitation for licensed child care centers and group homes to apply to **OEC's new Center-Based Registered Apprenticeship Program RFP (CBE-RAP) to provide work-based learning that combines on-the-job training with classroom instruction, a portable Child Development Associate (CDA) credential, and a guaranteed wage increase for entry level staff that complete their apprenticeship.** This \$4.275 Million funding opportunity will enhance professional development opportunities available to those who are just beginning their careers in early childhood education, provide more supports to make the profession easier to enter for individuals from diverse backgrounds, and improve the quality of care offered to CT families by training more high-quality educators in places where child care is less available.

Employers ultimately selected for the CBE-RAP will hire apprentices as staff and provide them with on-the-job training, mentorship, and wraparound supports to help apprentices become qualified early care and education (ECE) professionals. **This RFP also encourages intermediaries to apply;** intermediaries will provide, training, technical assistance, and coordination to providers who may need additional support in hiring apprentices at their centers or group homes.

The OEC will be hosting a pre-bid conference on Wednesday, August 28, 2024 at 10:30 am ET to further expound on our vision and take any questions from prospective applicants. While this conference is not mandatory, we highly encourage your attendance. Please register for the conference at this [link](#), and the recording will be posted on the OEC website.

Proposals will be due Friday, October 4, 2024, by 5:00 pm ET.

We are excited to see the innovative proposals that will come from this request and look forward to partnering with you to create enriching and supportive environments for Connecticut's youngest learners. Thank you for your continued dedication and for your commitment to excellence in early childhood education.

In Partnership,

Commissioner Beth Bye

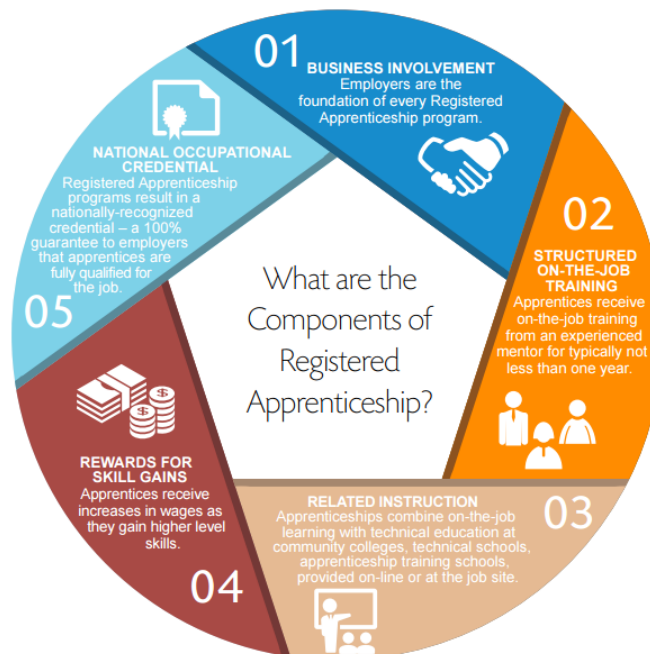
Table of Contents

A. INTRODUCTION	4
B. INSTRUCTIONS	5
II. Purpose of RFP and Scope of Services	9
A. OFFICE OF EARLY CHILDHOOD OVERVIEW	9
B. PROPOSAL OVERVIEW: CENTER BASED REGISTERED APPRENTICESHIP PROGRAM (CBE-RAP)	9
C. VISION FOR SUCCESS	11
E. Performance Measures	17
III. Proposal Submission Overview	18
A. SUBMISSION FORMAT	18
B. EVALUATION OF PROPOSALS	19
IV. Required Proposal Submission Outline	23
A. Cover Sheet	23
B. Table of Contents	23
C. Executive Summary	23
D. Main Proposal Submission Questions and Prompts	24
E. PROPOSAL ATTACHMENTS	26
F. DECLARATION OF CONFIDENTIAL INFORMATION	26
G. CONFLICT OF INTEREST – DISCLOSURE STATEMENT	26
H. STATEMENT OF ASSURANCES	27
V. Mandatory Provisions	27
A. POS STANDARD CONTRACTS, PARTS I AND II	27
B. ASSURANCES	27
C. TERMS AND CONDITIONS	28
D. RIGHTS RESERVED TO THE STATE	29
E. STATUTORY AND REGULATORY COMPLIANCE	30
Vi. Attachments	33
ATTACHMENT A: ACRONYMS/DEFINITIONS	33
ATTACHMENT B: STATEMENT OF ASSURANCES TEMPLATE	35
ATTACHMENT C: PROPOSAL CHECKLIST	36
ATTACHMENT D: PROGRAM ATTESTATION	38

I. General Information

A. INTRODUCTION

- 1. RFP Name and Number.** Center-Based Educator Registered Apprenticeship Program: **OEC-24-CBERAP**
- 2. RFP Summary.** To help build a robust Early Care and Education (ECE) workforce pipeline, the Office of Early Childhood (OEC) is funding work to implement a new Center-Based Educator Registered Apprenticeship Program (CBE-RAP), which will provide work-based learning that combines on-the-job training with classroom instruction, a transferrable Child Development Associate (CDA) credential, and a guaranteed wage increase to entry level staff. An apprenticeship is an agreement between an employer, the CT Department of Labor (DOL), and an employee (the apprentice) to train the employee using a CT DOL-approved set of standards and includes a portable industry credential upon completion. While the standards are approved by the CT DOL, they are first agreed upon by the industry as the minimum standard for training an employee to perform the functions of their job. In the case of the field of ECE, it is an opportunity for a person hired by an employer to “earn while they learn”. While attending class to gain the education needed to become a successful, high-quality early childhood educator, registered apprentices will also serve as early childhood educators in classrooms with the support of more senior staff. The graphic below describes the five core components of apprenticeship.



The OEC seeks ECE providers that operate licensed child care centers and group homes that wish to hire apprentices to join their staff. These ECE providers will provide the needed training and supports to help their apprentices become qualified ECE professionals. The OEC also seeks proposals from intermediary organizations. Intermediaries will provide technical assistance and coordination to ECE providers who wish to hire an apprentice but need additional support to operate the apprenticeship program successfully. Intermediaries will support subgrantees with training, technical

assistance, wraparound supports, and reporting requirements. ECE providers and Intermediaries interested in applying for RFP funding will be able to apply through two separate pathways. For more details, see Section II.B.

3. **RFP Purpose.** In 2023, the OEC's Blue Ribbon Panel (BRP) identified improving the support of Connecticut's early childhood workforce as the child care system's most pressing need. The creation of the CBE-RAP aims to improve the quality of child care available to CT families by enabling more on-the-job learning, mentorship, and wraparound supports for entry level ECE professionals. The program will support an ECE workforce that represents all CT families by providing more professional development opportunities for underrepresented groups and training more high-quality educators where child care is less available.
4. **Commodity Codes.** The services that the OEC wishes to procure through this RFP are as follows:
 - 86000000: Education and Training Services
 - 91000000: Personal and Domestic Services

B. INSTRUCTIONS

1. **Official Contacts.** The OEC has designated the individuals below as the Official Contacts for this RFP. The Official Contacts are the only authorized contacts for this procurement and, as such, handle all related communications on behalf of the OEC. Applicants, prospective applicants, and other interested parties are advised that any communication with any other OEC employee(s) (including appointed officials) or personnel under contract to the OEC about this RFP is strictly prohibited. Applicants or prospective applicants who violate this instruction may risk disqualification from further consideration.

Names:	Lindsay A. Raymond
Address:	Office of Early Childhood 450 Columbus Boulevard Hartford, CT 06103
Phone:	(860) 500 - 4579
E-Mail:	oec.rfp.commissioner@ct.gov

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

2. **Registering with State Contracting Portal.** Applicants must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered. Applicants shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the OEC 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:

- Agency's RFP Web Page: <https://www.ctoec.org/rfps/>
- State Contracting Portal (go to CTsource bid board, filter by "Early Childhood, Office of"): <https://portal.ct.gov/DAS/CTSource/BidBoard>

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

4. **Procurement Schedule.** See table below. Dates after the due date for proposals ("Proposals Due") are non-binding target dates and are only estimated dates that may be subject to change (*). The OEC may amend the schedule as needed. Any change to dates listed below, excluding non-binding dates, will be made by means of an amendment to this RFP and will be posted on the State Contracting Portal and the OEC's RFP Web Page.

Procurement Schedule Table

RFP Released:	Monday, August 19, 2024
Optional Pre-Bid Conference:	Wednesday, August 28, 2024
Optional Letter of Intent Due:	Friday, August 30, 2024
Q&A Period:	Tuesday August 20, 2024, through Friday, September 13, 2024.

Questions received by each Friday in the Q & A period will receive responses the following Tuesday. **The OEC will collect and respond to questions weekly.**

Deadlines for Questions	Responses by
Friday, August 23, 5:00 PM ET	Tuesday, August 27
Friday, August 30, 5:00 PM ET	Tuesday, September 3
Friday, September 6, 5:00 PM ET	Tuesday, September 10
Friday, September 13, 5:00 PM ET	Tuesday, September 17

Proposals Due:	Friday, October 4, 2024, 5:00PM ET
(*) Proposer Selection:	Friday, November 1, 2024
(*) Start of Contract:	Monday, December 31, 2024

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

Total Funding Available	Up to \$4,275,000.00 is available through this RFP. The estimated minimum allocations of funding available for awards in each path are at least: <ul style="list-style-type: none"> • Pathway A – OEC will fund a minimum total allocation of \$500,000 • Pathway B – OEC will fund a minimum total allocation of \$500,000 Further information on these pathways is provided in Section II.B.
Number of Contracts	To be determined
Contract Term	December 31, 2024 – December 31, 2026

Funding Source	American Rescue Plan Act (ARPA) Funds
-----------------------	---------------------------------------

*****An applicant may submit a proposal as a provider (Path A) and a separate proposal as an intermediary (Path B). (see Section II.B for details).***

6. **Eligibility.** Eligible applicants for this RFP are as follows:

- Licensed, operating public or private child care centers and group homes;
- For profit or non-profit organizations that work with child care centers or group homes.

All RFP applicants must be legally registered with CT's Secretary of State or exempt from such registration per State of CT legislation and provide proof of exemption from registration. Applicants claiming nonprofit status must provide proof of nonprofit status, such as a copy of their Internal Revenue Service (IRS) determination letter.

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

- Be able to provide sufficient staff at the time of award, including managerial and administrative support to implement the required operational and evaluation services and resources to meet CT DOL and OEC data/technology and reporting requirements defined in the Scope of Service Description, found in Section II.D.
- Be in sound fiscal health, as determined by a recent organizational budget. The applicant's most recent statement of financial activities (profit and loss statement) and documentation of clean opinions in audited financial statements for the last 3 years (or whatever number of years are available, for newer organizations) must be made available if requested.
- Adhere to Generally Accepted Accounting Principles.
- Be registered with [System of Award Management \(SAM\)](#) by the time of contract execution.
- Agree to adhere to the requirements of the Appendix A of the CTDOL Center Based Educator Registered Apprenticeship Standards.

8. **Letter of Intent.** A Letter of Intent (LOI) is not required, but highly encouraged by this RFP. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contacts by e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number, and e-mail address. It is the sender's responsibility to confirm the OEC's receipt of the LOI.

9. **Inquiry Procedures.** All questions regarding this RFP or the OEC's procurement process must be directed, in writing, to the Official Contacts contact (Section I.B.1) before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, the OEC will not answer questions when the source is unknown (e.g., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the OEC may or may not respond to questions received after the deadline. The OEC 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(s) established in the Procurement Schedule. The OEC will publish all amendments to this RFP on the State Contracting Portal and, if available, on the OEC's RFP Web Page. At its discretion, the OEC may distribute any amendments to this RFP to prospective applicants who submitted a Letter of Intent or attended the RFP Conference.

10. RFP Bidder's Conference. The virtual RFP Bidder's Conference will be held on Wednesday, August 28, 2024 at 10:30 AM ET.

Attendance at the conference is optional, but highly encouraged. The OEC will publish conference material on its website after the conference. 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 amendment on the date established in the Procurement Schedule. The OEC will publish all amendments to this RFP on the State Contracting Portal and on the OEC's RFP Web Page.

11. Proposal Due Date and Time. The Official Contacts are the **only authorized recipients** of proposals submitted in response to this RFP. Proposals and all supporting documentation must be received by the Official Contacts on or before the due date and time: **Friday, October 4, 2024, 5:00 PM ET.**

Please be aware that delays may occur when emailing submissions with large attachments and plan accordingly. If the proposal and/or supporting documentation are received after the due date and time, the proposal will be ineligible for review. The OEC will send an official letter alerting late applicants 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 emailed to the official agency contact for this procurement. The subject line of the email must read: **OEC-24-CBERAP RFP**. The main body should be submitted as PDF, while the completed budget template should be submitted as a spreadsheet. Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document.

Please consolidate the main proposal body and attachments into a single PDF file or as few files as possible. Please be sure that each file submitted with your proposal is appropriately titled with your organization name and an indicator of the content. For example, if you are submitting the main body and attachments as one file, an appropriate file title would be "ORNAME_FullProposal." If you are submitting the budget, an appropriate file title would be "ORNAME_Budget."

Please ensure the entire email submission is less than 25MB as this reflects the OEC's server limitations. Applicants should work to ensure there are not additional IT limitations from the provider side.

Multiple Proposals. If an applicant believes that it qualifies as a potential applicant under both Pathway A and Pathway B, and has interest in providing the services required under both Pathways, then they may submit a separate proposal for each path: one proposal for Pathway A as a provider, and another proposal for Pathway B as an intermediary.

II. Purpose of RFP and Scope of Services

A. OFFICE OF EARLY CHILDHOOD OVERVIEW

Established in 2013, the OEC is the state agency charged with fostering cross-systems integration, coordination, and collaboration at the state and local level in order to enhance the health and well-being of young children, families, and communities. The OEC brings together leadership, expertise, and a wide range of early childhood and family support services that were formerly housed at five different state agencies. The goal of the OEC is to build an integrated early childhood system that includes high quality services for family support and home visiting services, early intervention services, early care and education programming, and regulation.

The OEC provides funding standards, regulations, quality improvement supports, technical assistance, and oversight to ensure that early care and education programs for young children:

- Are safe, healthy, and nurturing.
- Effectively support children's physical, social, emotional and cognitive development.
- Are accessible to all children, particularly those facing barriers, risks or challenges to their healthy development and success.
- Provide equitable access for all.

For more information, visit the OEC's website: <https://www.ctoec.org/>.

B. PROPOSAL OVERVIEW: CENTER BASED REGISTERED APPRENTICESHIP PROGRAM (CBE-RAP)

The OEC seeks proposals from licensed childcare centers and group homes that want to hire one or more apprentices to join their staff, based on their hiring needs. Apprentices will be W-2 employees. Funding provided through this RFP may not be used for personnel costs (wage, fringe or other taxes/benefits) associated with apprentice employment.

OEC will provide successful applicants with funding to support the implementation of the CBE-RAP (Pathway A – ECE Providers), which requires providers to train and support their apprentices to become qualified ECE professionals. Providers will train apprentices through a structured and employer led approach, which can facilitate hiring, promote staff retention and job satisfaction, and enhance the quality of early childhood education available through their centers.

The OEC also seeks proposals from intermediary organizations who will provide training, technical assistance, and wraparound supports for ECE employers and their apprentices(Pathway B – Intermediaries). The intermediary will ideally have existing relationships with licensed childcare providers or group homes that do not have the infrastructure to support an apprenticeship program; and a history of working in the ECE space and/or experience with sponsoring CT DOL registered apprenticeships. Through this RFP, OEC will provide successful proposers with funding to help licensed centers or group homes with fewer resources to recruit, train, and support apprentices.

Background & Problem Statement

To help build a stronger workforce pipeline and ensure quality training for new staff, the OEC helped to design a Center-Based Educator Registered Apprenticeship Program (CBE RAP). The registered apprenticeship model combines work-based learning and on-the-job training with classroom instruction and guarantees a wage increase for entry level staff. Apprenticeships have long been a standard in other fields, such as plumbing, nursing, and manufacturing, and they often lead to higher wages, better retention, and increased job satisfaction than other forms of workforce training.

In 2023, the OEC funded work on Connecticut's first ECE registered apprenticeship program, the Family Child Care Registered Apprenticeship Program (FCC RAP). That program is open to all family child care providers and is sponsored by the SEIU Education and Support Fund (Service Employees International Union, which includes FCC providers as its members). Successful apprentices in the FCC RAP obtain their Child Development Associate (CDA) credential and membership in the National Association for Family Child Care (NAFCC), the accreditation body for family child care providers. In its initial year, the apprentice program includes 26 apprentices and 13 mentors, each of whom owns their family child care business.

Building on the success of this first registered apprenticeship and wanting to expand the apprenticeship model to center-based providers, the OEC developed the CBE-RAP with input from ECE providers across the state. There was broad agreement among ECE providers that the CDA is an appropriate first step in achieving a portable credential in early childhood education, and it aligns with the NAEYC's Unifying Framework. In June 2024, the CTDOL approved the center-based registered apprenticeship for the role of Early Childhood Educator I (Standards are included the CTDOL Appendix A). The OEC is requesting proposals from ECE providers or intermediary organizations that wish to use the registered apprenticeship program to hire and train staff, as well as proposals from intermediary organizations that can lend support to ECE providers who wish to hire apprentices but may not have the capacity to fulfill employer obligations of a registered apprenticeship program.

The Work Process Schedule and Related Instruction Outline (Appendix A of the CTDOL Apprenticeship Standards) explains the key components of the CBE-RAP, including the core competencies an apprentice will be expected to master, the mentor-to-apprentice ratio, and additional classes outside of the CDA that an apprentice will need to take (such as CPR and provider wellness training). All ECE providers who hire an apprentice will be required to adhere to their apprenticeship agreement with CTDOL to ensure the apprentice(s) fulfills these minimum requirements (see CTDOL Appendix A for details). In doing so, the registered apprenticeship credential will be uniform, quality-tested and will be recognized across Connecticut.

The goal of this RFP is to support ECE providers who want to use the CTDOL Registered Apprenticeship Standards for Early Childhood Educator I to hire and to train employees. The RFP will support ECE providers through two pathways:

Pathway A – ECE Providers: The RFP will award funds directly to ECE providers who have the operational capacity to hire, train, and mentor apprentice(s).

Pathway B – Intermediaries: The RFP will award funds to intermediary organizations. Intermediary organizations will be the sponsors of the apprenticeship program on behalf of ECE providers. Intermediaries will provide technical assistance and data collection/reporting support to ECE providers and will support apprentices toward successful completion of their

apprenticeship program.

Project Objectives

ECE providers who are awarded funding will be responsible for hiring apprentices, training staff to be mentors, providing on-the-job-training and wraparound supports, and coordinating with the apprentice(s) to ensure they can complete their CDA credential and other apprenticeship requirements, as outlined in the CTDOL Appendix A, Work Process Schedule and Related Instruction Outline. The applicants will also be responsible for managing the performance of their program and creating a sustainability plan for future support of apprentices once all RFP funding is paid out.

The intermediary will be responsible for working closely with ECE providers, who will be the employers of the apprentices, on providing support with data collection, technical assistance, and program implementation. The intermediary will ideally have strong, existing relationships and a history of working with apprentices so that they will be able to support the ECE providers who wish to implement an apprenticeship program at their center.

All ECE providers/intermediaries who wish to hire apprentices will be required to seek approval for their registered apprenticeship program with CTDOL. ECE providers or intermediaries will receive training and technical assistance with navigating apprenticeship requirements during the term of their award. Apprentices will receive bonuses (incentive payments) at regular intervals (when hired, upon completion of CDA prep coursework, upon apprenticeship completion) during their apprenticeship, which will be provided in awards to successful applicants. ECE providers or intermediaries and CTDOL will agree to periodic wage increases for apprentices in addition to the incentive payment structure noted above.

With the proposed apprenticeship structure, the OEC hopes the program will:

- **Ensure apprentices enter and remain in the ECE profession** through strong apprentice/employer relationships and building the capacity for providers who implement the CBE-RAP to hire and train apprentices.
- **Improve the quality of child care available to CT families** by supporting increased training for ECE professionals.
- **Support an ECE workforce that represents all CT families** by providing more professional development opportunities for underrepresented groups, and training more high-quality educators in places where child care is less available.

ECE providers will build trusting relationships with their apprentices, create personalized feedback and training opportunities to help them learn the nuanced and difficult skills of becoming an early childhood educator and, through the program, build a staff that allows them to run a center that provides culturally responsive, accessible, and quality child care to CT families.

C. VISION FOR SUCCESS

Success for providers and intermediaries includes the thoughtful implementation of the DOL-approved apprenticeship program and fidelity to its program goals. A successful apprenticeship program will hire apprentices and ensure that they have the learning environment and mentorship needed for them to successfully complete the registered apprenticeship program and to become early childhood educators who can provide culturally responsive, holistic, and developmentally appropriate support for children. Proposals may

include dedicating one or more staff members to the apprenticeship program to ensure its success.

Apprenticeship Outreach and Recruitment

Building strong recruitment and outreach plans will help ensure the ECE provider can hire apprentices who are capable and excited to join the ECE field. The ECE provider (Path A) or the intermediary (Path B) will conduct outreach to local non-profits, job centers, and colleges and/or high schools about their new apprenticeship program and provide materials to help individuals learn about and apply for the new program.

Hiring Apprentices

As an ECE provider selects candidates to hire for their apprenticeship program, they will ensure anyone hired meets the minimum qualifications outlined in the CTDOL Appendix A, including:

- Apprentice applicants will be of legal working age.
- Apprentice applicants will be physically capable of performing the essential functions of the registered apprenticeship program, with or without reasonable accommodation.
- Apprentice applicants will have a high school diploma or be a high school junior or senior in an Early Education/Child Development Career and Technical Program. If they are a junior or senior in an Early Education/Child Development Career and Technical Program, they will have a high school diploma and/or a GED by the end of their apprenticeship.
- Apprentices must be W2 employees of the licensed center or group home. (Personnel costs are not eligible RFP costs.)
- Apprentices must maintain an active OEC Registry account.

Program Completion Requirements

The apprentice will need to demonstrate mastery of the competencies located in the CTDOL Appendix A that lead to attainment of the CDA credential to complete the apprenticeship.

Apprenticeship Onboarding

Once an apprentice is hired, the ECE provider or intermediary will create an onboarding process to ensure the apprentice can easily integrate into their work environment, access help enrolling in the class requirements for the registered apprenticeship and receive additional basic needs supports that limit barriers to completing the apprenticeship program. Apprentices will be paid during their onboarding. Key steps of onboarding by the ECE provider or intermediary include:

Apprentice Onboarding	
CDA Enrollment	<ul style="list-style-type: none"> • Assist the apprentice to enroll in a CDA program and apply for OEC Registry scholarship funding to cover the cost of their CDA coursework. • Assist the apprentice(s) with the transfer of course credits, fee payments, course registration, school supplies, and transportation arrangements. • Build a CDA class schedule with the apprentice(s) that is

	complementary to their work schedule.
Class and Registry Enrollment	<ul style="list-style-type: none"> Assist the apprentice(s) to attend and complete CPR and First Aid Training, Provider Wellness Training, Medication Administration, and maintain a current and active OEC Registry Account. Set up a schedule so that the apprentice(s) complete the above requirements for graduation.
Language Accessibility	<ul style="list-style-type: none"> Provide Translation services as needed or assist the apprentice to find courses provided in different languages.
Data Collection	<ul style="list-style-type: none"> Ensure all data requirements for the newly hired apprentice(s) and mentor(s) are held in the Registry. Submit enrollment and mentorship data reports to the OEC to ensure initial incentive payments are processed and distributed in a timely manner.
Job Responsibilities	<ul style="list-style-type: none"> Host onboarding sessions for the apprentice(s) that help them understand the operational structures of the center, key responsibilities and roles, and how to interact and communicate with families.
DOL Requirements	<ul style="list-style-type: none"> Meet with the CTDOL Office of Apprenticeship to develop and sign an apprenticeship agreement, which includes an Equal Opportunity Pledge, demonstration of an Affirmative Action Plan, and the terms outlined in the CTDOL Appendix A.

Wraparound Supports

In addition to providing mentorship, the ECE provider or intermediary will ensure the apprentice(s) can access wraparound supports that will help them complete the CBE-RAP program. Potential wraparound supports may include items on the list below, or other basic needs that may be a barrier to successful completion of the apprenticeship program, as determined by the ECE provider or intermediary:

- Child care
- Transportation support
- Academic tutoring
- Case management
- Technology support (e.g., hot spots and laptops)
- Housing supports

At the start of the program, the ECE provider/intermediary will meet with the apprentice(s) to understand what challenges they may have in completing the program and coordinate supportive services to help meet those challenges. The mentor will periodically check in with the apprentice(s) to see if they are getting the necessary support to continue to participate in the program successfully. Mentors will adapt wraparound supports as needed throughout the program duration.

Training and Evaluation

While completing their 2,000 hours of on-the-job training, the apprentice(s) will work closely with the mentor to make sure they are learning the skills outlined in the core components of the CTDOL Appendix A.

In addition to the CDA cultural competency requirements, the mentor and ECE provider or intermediary will ensure that the apprentice(s) are learning skills to work effectively with the children and families that the ECE provider serves. Apprentices will learn to attend to the culturally diverse attributes of children and families and interact with families in ways that encourage family involvement.

At least three times during the registered apprenticeship, an individual designated by the ECE provider or intermediary will evaluate the apprentice(s) on their progress on the 6 CDA Competencies. Mentors will not conduct any formal assessments, though they may give feedback to the apprentice(s) based on competency areas identified through the evaluation.

The apprentice(s) will be evaluated on a scale of 1 (Some Experience/Exposure), 2 (Function Competency), and 3 (Advanced Competency). The 6 goal areas are:

1. Establish and maintain a safe, healthy learning environment.
2. Advance physical and intellectual competence of children in the classroom.
3. Support social and emotional development and provide positive guidance.
4. Establish positive and productive relationships with families.
5. Ensure a well-run, purposeful program that is responsive to participant needs; and
6. Maintain a commitment to professionalism.

The CTDOL Appendix A includes a complete framework of all the competencies used to evaluate the apprentice(s). At these evaluation checkpoints, the ECE provider or intermediary will work with the apprentice(s) to ensure they are meeting their registered apprenticeship graduation requirements as outlined in the CTDOL Appendix A.

Provider and Apprenticeship Satisfaction

The OEC will administer surveys at 6-month intervals to apprentices and ECE providers to measure provider and apprenticeship satisfaction with the program. These surveys will be used for data collection and program management, and they will give participants and ECE providers the opportunity to share feedback on the CBE-RAP program. Both surveys will be anonymous.

- *ECE Provider Survey:* The OEC will send out a provider survey for directors and mentors to understand their satisfaction, challenges, and successes with the CBE-RAP.
- *Apprenticeship Survey:* The OEC will send out a survey for apprentices to understand their satisfaction, challenges, and successes with the CBE-RAP.

The ECE provider or intermediary will inform apprentices about the apprenticeship survey they will receive and provide the OEC with up-to-date contact information (email) to send the survey. The OEC will report anonymized relevant findings from these surveys with ECE providers and will work with providers to address challenges surfaced in the survey responses.

Wage Increases

The ECE provider or intermediary will work with the CT DOL to agree on the wage increases the apprentice will receive. Once an agreement has been signed, the ECE provider or intermediary will ensure that every apprentice will receive the agreed-upon periodic wage increases.

Incentive Payments

The apprentice(s) will receive an incentive payment on hire, completion of the CDA coursework, and attainment of CDA credential. The mentor will receive an incentive payment when they are paired with their first apprentice, and a second payment when they are paired with their second apprentice. The ECE provider or intermediary will ensure complete and timely reporting of quarterly measures (as outlined in Section II.F) to ensure the OEC-provided apprentice and mentor bonuses are paid out promptly.

Completion

To ensure timely completion of the CBE-RAP, the ECE provider or intermediary will help plan a Verification Visit by a CDA Council Professional Development Specialist (PDS) necessary for the apprentice(s) to complete their CDA and ensure it happens (ideally within 6 months of the apprentice(s) completing all course requirements).

Upon satisfactory completion of the requirements outlined in CTDOL Appendix A, the ECE provider or intermediary will so certify to the CTDOL Office of Apprenticeship Training and request the rewarding of a Certificate of Completion of Apprenticeship.

Long Term Sustainability

The ECE provider or intermediary will develop a sustainability plan to provide ongoing employment for an apprentice(s) at their center.

Organizational Capacity

The ECE provider or intermediary organization will need to be adaptable, responsive, invested in training apprentices, fiscally responsible, and strategically aligned to the OEC's vision for success. In particular, the OEC is interested in potential applicants to this RFP with the following:

- **Early Care and Education Expertise** – The ideal applicant is one for whom the field of early care and education is central to their mission and business activities. The ideal applicant possesses deep knowledge of early childhood development – including pedagogical, infant, and toddler care practices – and familiarity with the ecosystem of organizations, governing entities, and funding streams that support the field of early childhood education. The ideal applicant is also knowledgeable in Connecticut's child care workforce and regulatory environment.
- **Track Record of Success** – The ideal applicant has an organizational history that illustrates its longevity and capacity to train new staff.
- **Dedicated Personnel** – The ideal applicant's staffing structure and allocation of staff time would reflect a commitment to properly resourcing the registered apprenticeship program and activities through dedicated or part-time personnel.

- **Diverse Workforce** – The ideal applicant has, or is actively working towards, a diverse workforce, with multicultural and multilingual employees.
- **Data and Technology** – As part of the RFP, the applicant will have to submit monthly and quarterly data reports. The ideal applicant will have a track record of strong data quality and collection practices and a system in place to ensure data can be stored and shared effectively.
- **Data Security, Privacy, and Confidentiality** – The ideal applicant can secure all data pursuant to all state and federal data statutes, regulations, and policies.

Financial Expectations

- **Fiscal Health** – The ideal applicant is in a fiscally sound position, determined by a recent organizational budget, the applicant's most recent statement of financial activities (profit and loss statement) and documentation of clean opinions in audited financial statements for the last 3 years (or whatever number of years are available for newer organizations).
- **Financial Management** – The ideal applicant has strong financial systems and reporting capabilities. Applicants should be using Generally Accepted Accounting Principles.

D. BUDGET

- **Program Funding Sources** – Awarded applicants will be funded through federal American Rescue Plan Act (ARPA) relief funds.
- **Total Available Funding & Award Period** – The applicant will receive funds on a quarterly basis following execution of a State of Connecticut contract pursuant to this RFP. The OEC will work closely with the ECE provider or intermediary regularly to analyze funding and ensure the registered apprenticeship program is sufficiently resourced and functioning efficiently.
- **Bonus Payments** – Based on quarterly reports submitted by ECE providers or intermediaries, apprentices will receive incentive payments when they are hired (\$1,000), when they complete their CDA prep coursework (\$2,500), and when they obtain their CDA credential (\$2,500). Mentors will receive a stipend (\$6500) for working with one apprentice and an additional stipend (\$3500) for working with one additional apprentice for the entire term of their apprenticeship. Incentive payments are referenced in the budget template of the RFP but will not be included in budgets until time of contract.
- **Cost Standards:**
 - Applicants' budget and planned expenditures for this RFP must comply with the cost standards published by the State of Connecticut Office of Policy and Management. The cost standards are available online at: <https://portal.ct.gov/-/media/OPM/POSCostStandards101816pdf.pdf?la=en>.
 - As this RFP is funded through ARPA funds, applicants are expected to adhere to standards prescribed by the Federal Office of Management and Budget Cost Principles, which can be found online at: <https://www.federalregister.gov/agencies/management-and-budget-office>.
 - In order to comply with State & Federal requirements, awarded applicants must maintain separate accounting/cost centers for State and Federal funding using Generally Accepted Accounting Principles. The OEC will reach out to the selected contractor about allowable expenditures.
 - In addition to required compliance with the published cost standards, applicants are advised that a responsive budget must limit annual administrative costs to

10% of the total budget. State or federal funding, by activity, will be determined at point of contracting for final determination of administrative cap.

- Contracts awarded through this RFP must be fully expended by 12/31/26.

E. Performance Measures

The performance measures will be analyzed regularly during the lifetime of all contracts following this RFP. Performance measures will indicate desired outcomes of the CBE-RAP, based on CBE-RAP goals, which are found in Section II.B of this RFP. While the awarded applicants will be responsible for managing the performance of the apprentices in their program(s), OEC staff will direct evaluations of all program performance. The awarded applicants will be responsible for reporting quarterly data on the performance metrics indicated below.

The tables below highlight desired outcomes and performance metrics that ECE providers (Pathway A) and intermediaries (Pathway B) will examine during their contract. The tables below do not represent an exhaustive list; rather, these metrics are indicators of how the OEC will approach analyzing its desired outcomes. The OEC looks forward to working with awarded providers and intermediaries to collaboratively refine and define additional important performance metrics.

Performance Measures

Desired Outcomes	Metrics	Potential Data Source
Apprentices enter and remain in the ECE profession	<ul style="list-style-type: none"> • # of individuals who enroll in CBE-RAP • # of apprentices who complete CBE-RAP courses • # of apprentices who stay employed in the field • Apprentice satisfaction • Qualitative or quantitative information on wraparound supports an apprentice uses (e.g., use of tutoring services, child care, and/or transportation support) 	<ul style="list-style-type: none"> • OEC Registry • Apprentice Satisfaction Survey
Quality of child care available to CT families is improved	<ul style="list-style-type: none"> • # of apprentices who receive their CDA • Provider satisfaction 	<ul style="list-style-type: none"> • OEC Registry • Provider Satisfaction Survey
An ECE workforce is supported that represents all CT families	<ul style="list-style-type: none"> • Demographic information of apprentices (measured across all above metrics), such as: <ul style="list-style-type: none"> ◦ Age, race/ethnicity, gender, language, previous employment, education, location (zip-code) • Center hours of operation and availability for care • % of child care slots that qualify for Care 4 Kids, School Readiness, CDC and/or Head Start, and size of waitlist 	<ul style="list-style-type: none"> • OEC Registry • Provider Satisfaction Survey • Apprentice Satisfaction Survey

III. Proposal Submission Overview

A. SUBMISSION FORMAT

1. **Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.
2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. The Cover Sheet should include the following:
 - RFP Name or Number
 - Application Pathway (Pathway A or B)
 - Legal Name of Applicant Organization
 - Federal Employer Identification Number (FEIN)
 - Street Address
 - Town/City/State/Zip
 - Contact Person
 - Contact Person Title
 - Contact Phone Number
 - Contact E-Mail Address
 - Authorized Official Title
 - Signature
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 one page of the main proposal and proposed budget.
5. **Proposal 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.** Submitted proposals must conform to the following specifications:
 - Paper Size: 8 ½ x 11 (Letter)
 - Page Limit: Maximum 10 pages for the main body of the proposal (the cover letter, executive summary, budget, and required attachments do not count towards this page limit)
 - Font Size: 12
 - Font Type: Times New Roman
 - Margins: Normal (1 inch)
 - Line Spacing: 1 ½
7. **Pagination.** The applicant'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.** Applicants 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 an applicant deems that certain information required by this RFP is confidential, the applicant must label such information as CONFIDENTIAL prior to submission. In subsection F of the proposal submission, the applicant must reference where the information labeled CONFIDENTIAL is in the proposal.

EXAMPLE: Section G.1.a. For each subsection so referenced, the applicant 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 applicant 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.** Applicants must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the applicant 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. A conflict of interest is not evidence of wrongdoing. A conflict of interest may, however, become a legal matter if an applicant tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The OEC will determine whether any disclosed conflict of interest poses a substantial advantage to the applicant 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, an applicant must affirm such in the disclosure statement. *Example: "[name of applicant] 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.** The OEC intends to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful applicants, and awarding contracts, the OEC 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 Committee.** The OEC will designate an Evaluation Committee to evaluate proposals submitted in response to this RFP. The Evaluation Committee will be composed of individuals, the OEC staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Evaluation Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions may be rejected after review by the Evaluation Committee Chairs. The Evaluation Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank ordered and make recommendations for awards. The OEC Commissioner will make the final selection. Attempts by any applicant (or representative of any applicant) to contact or influence any member of the Evaluation Committee may result in disqualification of the applicant.

- 3. Minimum Submission Requirements.** To be eligible for evaluation, proposals must (1) meet the Proposal Format requirements; (2) follow the required Proposal Outline; and (3) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements may be disqualified upon review of the Evaluation Committee Chairs. The OEC 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 the Evaluation Committee will use to evaluate the proposals' technical merits. Only the criteria listed below will be used to evaluate proposals. The weights are disclosed below.

Evaluation Criterion Title	What Would a Top Score Look Like? <i>(Unless otherwise indicated, criteria pertain to both Pathway A and B.)</i>
Program Overview (required for application review)	<p>The ideal candidate will:</p> <ul style="list-style-type: none"> • Submit the required form in Attachment D in which the applicant agrees to follow the CT DOL Appendix A and all CBE-RAP requirements.
Organizational Structure (30%)	<p>The ideal candidate will:</p> <ul style="list-style-type: none"> • Have an organizational history and mission that demonstrates its commitment to advancing outcomes for young children and their families and reflects a strategic commitment to the overall RFP goals of training and supporting apprentices throughout the duration of the program management / reporting responsibilities. • Have prior experience managing state contracts and working collaboratively with the OEC, or, if there is no prior experience, a plan for how the applicant will take on the new contract. • Have the ability to leverage the capacity/infrastructure to provide training, coaching, and other support services for the CBE-RAP inclusive of the culturally diverse attributes of children and families and demonstrate through a strong staffing plan the personnel who individually or cumulatively possess the range of skills related to both the operational side of managing a child care center and the pedagogical side of child development. •
Financial Health (10%)	<p>The ideal candidate will:</p> <ul style="list-style-type: none"> • Demonstrate strong fiscal health as determined through clean opinions in the last 3 years of audited financial statements (or whatever number of years are available, for newer organizations); a recent organizational budget; and the applicant's most recent statement of financial activities (profit and loss statement). • Show strong financial systems and reporting capabilities.

<p>Program Proposal (50%)</p>	<p>The ideal candidate will:</p> <ul style="list-style-type: none"> • Deliver a comprehensive program including all required components that shows a holistic training plan for apprentices and mentors inclusive of supportive services and intentional on-the-job training. • Demonstrate the ability to hire and train staff to be successful in their training and related instruction, including the provision of support services that ensure completion of the apprenticeship. • Demonstrate an effective plan to recruit and select candidates, within their community, who are passionate about working with young children to participate in the ECE apprenticeship.(Pathway A) • Demonstrate the ability to address training for apprentices of languages other than English, and train apprentices to attend to culturally diverse attributes of children and families. • Outline a successful selection process for identifying incumbent staff who would excel at mentorship (for example, incumbent staff member demonstrates good modeling of competencies, incumbent staff member has a way of explaining concepts that adult learners can understand easily). • Develop and implement a procedure for assessing whether a staff member is in need of supports (financial, mental health, physical health, grief and loss, etc.) and is able to effectively address the need(s). Ensure apprentices feel well-supported throughout their apprenticeship. Have a strong knowledge of higher education supports in the region or supports available online and know how to effectively access them. • Possess the infrastructure to ensure apprentice(s) will sustain employment upon completion of their apprenticeship and provide a wage increase per the apprenticeship agreement with CTDOL. (Pathway A) • Work with Providers to develop the infrastructure to ensure ongoing sustainable employment for the apprentice and provide appropriate wage increases.(Pathway B) • Show a reasonable, cost-effective use of funds through the Budget Template.
<p>IT, Data, and Performance Management (10%)</p>	<ul style="list-style-type: none"> • Has prior experience collecting and utilizing data to inform organizational decisions. • Has a track record of strong data quality and collection practices and a system in place to ensure data can be stored and shared effectively.

	<ul style="list-style-type: none"> • Has the ability to adhere to all state and federal data share statutes, regulations, and policies and can secure all confidential information.
BONUS (5 points)	<ul style="list-style-type: none"> • Bonus points: Has a history of enrolling and serving children with public funds (either state and/or federal funds) at a minimum of 25% of total enrollment in ECE programs for the past two years.

Note:

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

- 5. Proposer Selection.** Upon completing its evaluation of proposals, the Evaluation Committee will submit the rankings of all proposals to the OEC Commissioner. The final selection of a successful proposer is at the discretion of the OEC Commissioner. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the OEC. Such negotiations may, but will not automatically, result in a contract. Pursuant to Governor M. Jodi Rell's Executive Order No. 3, any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the OEC's discretion, about the outcome of the evaluation and proposer selection process. The OEC reserves the right to decline to award contracts for activities in which the OEC Commissioner considers there are not adequate respondents.
- 6. Debriefing.** Within ten (10) calendar days of receiving notification from the OEC, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) calendar days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contacts and request a meeting with the OEC 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 OEC will schedule and hold the debriefing meeting within fifteen (15) business days of the request. The OEC will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
- 7. Appeal Process.** Pursuant to General Statutes § 4e-36 (a), any bidder or proposer on a state contract may contest the solicitation or award of a contract to a subcommittee of the State Contracting Standards Board. Such contest shall be submitted, in writing, not later than fourteen days after such bidder or proposer knew or should have known of the facts giving rise to such contest and shall be limited to the procedural elements of the solicitation or award process, or claims of an unauthorized or unwarranted, noncompetitive selection process.
- 8. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the OEC'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 OEC website.

IV. Required Proposal Submission Outline

- A. Cover Sheet**
 - B. Table of Contents**
 - C. Executive Summary**
 - D. Main Proposal**
 - E. Proposal Attachments** (clearly referenced to summary and main proposal where applicable)
 - F. Declaration of Confidential Information**
 - G. Conflict of Interest – Disclosure Statement**
 - H. Statement of Assurance**
-

A. Cover Sheet

The applicant must include a Cover Sheet capturing the following information:

- RFP Name or Number
- Application Pathway (Pathway A, or B)
- Legal Name
- Federal Employer Identification Number (FEIN)
- Street Address
- Town/City/State/Zip
- Contact Person
- Title
- Phone Number
- E-Mail Address
- Authorized Official Title
- Signature

Legal Name is defined as the name of private provider organization, CT State agency, or municipality submitting the proposal. Contact Person is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. Authorized Official is defined as the individual empowered to submit a binding offer on behalf of the applicant to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

B. Table of Contents

Applicants must include a Table of Contents that lists sections and subsections with page numbers that follow the organization outline and sequence for this proposal.

C. Executive Summary

The page limitation for this section is one (1) page briefly describing how the applicant meets the eligibility criteria outlined in the Proposal Overview and a brief overview of why the applicant should be selected for the activities highlighted in the scope of services.

D. Main Proposal Submission Questions and Prompts

*****Please note the maximum total page length for the main proposal submission is 10 pages.** All attachments should be referred to in Section D and placed in Section E of your proposal. Please provide a clear and concise narrative which addresses the following:

Program Overview and Attestation: Please complete program overview and sign attestation in Attachment D. This form is not included in your total page count.

Organizational Structure: Describe the applicant's organizational capacity to provide work described in Section II.C Vision for Success. Specifically, address the following:

- 1. Mission:** Provide your organization's mission statement, a brief organizational history, and a description of core programs.
- 2. State Contract Experience:** Detail prior experience managing state contracts and working with the OEC. If there is no prior experience, a plan for how the applicant will take on the new management/reporting responsibilities.
- 3. Leadership:** Describe your organizational leadership's experience and involvement in the Connecticut early childhood system, highlighting knowledge of ECE workforce training and development.
- 4. Staffing:** As part of required attachments, provide a staffing plan of key positions and an overview of how this program fits into your organizational structure.
- 5. Strategic Fit:** Describe the strategic rationale for your organization to become a CBE-RAP provider or intermediary.

Financial Health:

- 1. Financial Health:** As part of the required attachments, include 3 years of audited financial statements, your most recent organizational budget, and your most recent statement of financial activities (profit and loss statement). For applicants who have been incorporated for less than 3 years, include audited financial statements for whatever years you have available.

Program Proposal: Describe in detail how the applicant will provide the work described in Section II.C – Vision of Success. Proposals should address the following, including adherence to the CTDOL Appendix A:

- 1. Apprenticeship Outreach and Recruitment:** An outreach and recruitment plan for how the applicant will hire apprentices who are capable and interested in joining the ECE field. The plan will include how the applicant will help applicants understand the requirements of the job. Include number of apprentices to be hired and a timeline from planning and recruitment to successful completion of the CTDOL apprenticeship.
- 2. Apprenticeship Onboarding:** An onboarding process that completes the key steps outlined in the Vision for Success section, specifically including CDA enrollment and language accessibility.

- 3. Apprenticeship Mentors:** Describe the plan for selecting and training mentors to be effective in supporting apprentices.
- 4. Apprentice Learning Support:** Describe the plan for accommodating apprentices with different learning styles and speakers of other languages in both the work setting and in related instruction.
- 5. Community Culture:** Describe efforts to incorporate community culture into the experiences of the children and families who attend your program.
- 6. Culturally Diverse Training:** Describe the plan to train apprentices to attend to the culturally diverse attributes of children and families they support and how they will interact with families in ways that encourage their involvement and inclusion.
- 7. Wraparound Supports:** The wraparound supports (e.g., basic needs support, tutoring, case management, transportation, mental health supports) the applicant will offer to the apprentice(s) and how these supports will be provided (e.g., designated staff who will help to coordinate, coordination through mentors).
- 8. Training and Evaluation:** An overview of the applicant's plan indicating how the applicant will ensure that apprentices in their centers get 2,000 hours of on-the-job training, inclusive of learning opportunities that help apprentices build the skills outlined in the core components of the CTDOL Appendix A. This plan must include approximate deadlines.
- 9. Long Term Employment for Apprentices:** A plan for continuing apprentices' employment in the center and/or helping apprentices find a placement at another center after the registered apprenticeship concludes.
- 10. Program Budget:** As part of the required attachments, complete the budget template outlining how funds will be spent. Indicate the spending categories, how the applicant would use funds from this RFP, how the applicant will bring any additional funds to the program, and the total project cost.

IT, Data and Performance Management

- 1. Data-informed decisions:** Detail prior experience with developing and measuring key metrics, tracking data, and using data to help with organizational decision making. Please include names of any proprietary systems or software your organization uses.
- 2. Data Security:** Describe your current IT infrastructure and data reporting capacity. Describe your data security procedures to ensure data collected are kept secure, confidential and complies with all state, federal data share laws, regulations, and policies. As a required attachment, share your organization's data privacy policy if one is available. If one is not yet available, describe how you will formalize data security and policy.

Bonus

- 1. Population served by your organization:** If applying for bonus points, provide information and documentation that demonstrates a history of enrolling and serving children with public funds (either state and/or federal funds). To receive bonus points, Applicant must show, at a minimum, 25% of total enrolled children in ECE programs were publicly funded for State Fiscal Year 23 and State Fiscal Year 24.

E. PROPOSAL ATTACHMENTS

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

- Proposal Budget (Found in the Budget Template)
- Most Recent Organizational Budget
- Most Recent Statement of Financial Activities (Profit and Loss Statement)
- Copy of your data security and privacy policies, if available (Indicate "in progress" or "see main proposal" if your organization does not currently have one in place).
- Audited Financial Statements for the last 3 years (or whatever number of years are available for newer organizations).
- Proof nonprofit status (i.e., IRS Determination Letter), if applicable. Indicate "Nonprofit status not applicable" in your attachments section if this does not apply.
- Program Attestation found in Attachment D
- Staffing Plan of key organizational positions and a brief description of how the CBE-RAP program fits into your organizational structure.
- A brief summary and documentation of publicly funded enrollments for Bonus question by state fiscal year, if applicable (not to exceed 3 pages).

F. DECLARATION OF CONFIDENTIAL INFORMATION

If an applicant deems that certain information required by this RFP is confidential, the applicant must label such information as CONFIDENTIAL prior to submission. The applicant must reference where the information labeled CONFIDENTIAL is in the proposal.

EXAMPLE: Section G.1.a. For each subsection so referenced, the applicant 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 applicant 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

Applicants must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the applicant 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. A conflict of interest is not, in itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if an applicant 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, an applicant must affirm such in the disclosure statement. Example: "[name of applicant] 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**

Sign and return Attachment B, Statement of Assurances, and place after Conflict of Interest – Disclosure Statement in the RFP Application.

V. **Mandatory Provisions**

A. **POS STANDARD CONTRACTS, PARTS I AND II**

By submitting a proposal in response to this RFP, the applicant 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 OEC 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 OEC's Official Contact upon request. Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the POS contract. Part II is available on OPM's website at: <https://portal.ct.gov/opm/fin-pos/standards/pos-standard-contract-part-ii>

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 an applicant is awarded an opportunity to negotiate a contract with the OEC 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 applicant must inform the applicant'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 OEC, the selected applicant (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, an applicant implicitly gives the following assurances:

- 1. Collusion.** The applicant represents and warrants that the applicant 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 applicant further represents and warrants that no agent, representative, or employee of the State participated directly in preparing the applicant's proposal. The applicant also represents and warrants that the submitted proposal is fair and made without collusion or fraud.
- 2. State Officials and Employees.** The applicant 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 OEC may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the officials or employees from the applicant, contractor, or its agents or employees.
- 3. Competitors.** The applicant 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 applicant to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The applicant further assures that

the proposed costs have been reached independently, without consultation, communication, or agreement with any other organization or competitor to restrict competition. Nor has the applicant knowingly disclosed the proposed costs priorly, either directly or indirectly, to any other organization or competitor.

- 4. Validity of Proposal.** The applicant 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 180 days after the submission due date and may be extended by mutual agreement. At its sole discretion, the OEC may include the proposal, by reference or otherwise, into any contract with the successful applicant.
- 5. Press Releases.** The applicant agrees to obtain prior written consent and approval of the OEC for press releases that relate to this RFP or any resultant contract.

C. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, an applicant 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 OEC shall assume any liability for expenses incurred by an applicant in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
- 3. Exclusion of Taxes.** The OEC is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Applicants 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 OEC may request and authorize applicants to submit written clarification of their proposals, in a manner or format prescribed by the OEC, and at the applicant's expense.
- 6. Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the OEC. The OEC may ask an applicant 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 OEC. At its sole discretion, the OEC may limit the number of applicants invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per applicant.

- 7. Presentation of Supporting Evidence.** If requested by the OEC, an applicant 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 OEC may make onsite visits to an operational facility or facilities of an applicant to evaluate further the applicant's capability to perform the duties required by this RFP. At its discretion, the OEC may also check or contact any reference provided by the applicant.
- 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 OEC or confer any rights on any applicant unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the applicant and the OEC 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 applicant or for payment of services under the terms of the contract until the successful applicant is notified that the contract has been accepted and approved by the OEC and, if required, by the Attorney General's Office.

D. RIGHTS RESERVED TO THE STATE

By submitting a proposal in response to this RFP, an applicant 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 OEC.
- 2. Amending or Canceling RFP.** The OEC reserves the right to amend or cancel this RFP on any date and at any time, if the OEC deems it to be necessary, appropriate, or otherwise in the best interests of the State.
- 3. No Acceptable Proposals.** If no acceptable proposals are submitted in response to this RFP, the OEC 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 OEC reserves the right to award in part, to reject any proposals for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The OEC may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The OEC reserves the right to reject the proposal of any applicant 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 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 information or reports, or part thereof, shall accrue to the State without recourse.
- 6. Contract Negotiation.** The OEC reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The OEC further reserves the right to contract with one or more applicant for such services. After reviewing the scored criteria, the OEC may seek Best and Final Offers (BFO) on cost from applicants. The OEC may set parameters on any BFOs received.

- 7. Clerical Errors in Award.** The OEC 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 an applicant and subsequently awarding the contract to another applicant. 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 applicant is deemed to be void ab initio and of no effect as if no contract ever existed between the State and the applicant.
- 8. Key Personnel.** When the OEC is the sole funder of a purchased service, the OEC reserves the right to approve any additions, deletions, or changes in key personnel, except those who have terminated employment. The OEC also reserves the right to approve replacements for key personnel who have terminated employment. The OEC further reserves the right to require the removal and replacement of any of the applicant's key personnel who do not perform adequately, regardless of whether they were previously approved by the OEC.

E. STATUTORY AND REGULATORY COMPLIANCE

By submitting a proposal in response to this RFP, the applicant 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). Applicants are generally advised not to include in their proposals any confidential information. If the applicant 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 applicant has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While an applicant may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.

2. Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive. CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.

3. Consulting Agreements, C.G.S. § 4a-81. Consulting Agreements Representation, C.G.S. § 4a-81. Pursuant to C.G.S. §§ 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant

or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.

- 4. Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_11_notice_only.pdf
- 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 applicant 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 applicant or the next lowest responsible qualified bidder or seek new bids or proposals.
- 6. Iran Energy Investment Certification C.G.S. § 4-252(a).** Pursuant to C.G.S. § 4-252(a), the successful contracting party shall certify the following: (a) that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date. (b) If the Contractor makes a good

faith effort to determine whether it has made an investment described in subsection (a) of this section it shall not be subject to the penalties of false statement pursuant to section 4-252a of the Connecticut General Statutes. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the resulting contract.

- 7. Nondiscrimination Certification, C.G.S. § 4a-60 and 4a-60a.** If a bidder is awarded an opportunity to negotiate a contract, the applicant must provide the State agency with written representation in the resulting contract that certifies the bidder complies with the State's nondiscrimination agreements and warranties. This nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the resulting contract, or (B) providing an affirmative response in the required online bid or response to a proposal question, if applicable, which asks if the contractor understands its obligations. If a bidder or vendor refuses to agree to this representation, such bidder or vendor shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.
- 8. Access to Data for State Auditors.** The Contractor shall provide to OPM access to any data, as defined in C.G.S. § 4e-1, concerning the resulting contract that are in the possession or control of the Contractor upon demand and shall provide the data to OPM in a format prescribed by OPM [or the Client Agency] and the State Auditors of Public Accounts at no additional cost.
- 9. Adherence to the federal regulations related to apprenticeship,** found in Title 29 Code of Federal Regulations (CFR), Parts 29 and 30.

VI. ATTACHMENTS

ATTACHMENT A: ACRONYMS/DEFINITIONS

" Appendix A"	refers to the Work Process Schedule and Related Instruction Outline (Appendix A of the CTDOL Apprenticeship guide) which explains the key components of the CBE-RAP, including the core competencies an apprentice will be expected to master, the mentor-to-apprentice ratio, and additional classes outside of the CDA that an apprentice will need to take (such as CPR and provider wellness training). All ECE providers who hire an apprentice will be required to adhere to their apprenticeship agreement with CTDOL to ensure the apprentice(s) fulfills these minimum requirements.
C4K	Care for Kids program that subsidizes child care slots for infants and toddlers in Connecticut
CBE-RAP	Connecticut's registered apprenticeship program for Early Care and Education workers
CDA	Child Development Associate credential
CTDOL	Connecticut Department of Labor
ECE	Early care and education (field)
ECE Provider	are Early care and education providers who own or operate licensed child care centers and group homes in CT.
LOI	Letter of Intent
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
OAG	Office of the Attorney General
OEC	Office of Early Childhood
POS	Purchase of Service
P.A.	Public Act (CT)
Personnel costs	Costs related to wages, fringe or other benefits of employment
RFP	Request for Proposals

GLOSSARY OF TERMS RELATED TO APPRENTICESHIP

- 1. APPRENTICE:** Means a worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in §29.4 under standards of apprenticeship fulfilling the requirements of §29.5.
- 2. APPRENTICESHIP AGREEMENT:** Means a written agreement, complying with §29.7, between an apprentice and either the apprentice's program sponsor, or an apprenticeship committee acting as agent for the program sponsor(s), which contains the terms and conditions of the employment and training of the apprentice.
- 3. APPRENTICESHIP APPROACHES:**
 - a. COMPETENCY-BASED APPROACH:** Measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this

approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, Page | 11 describe competencies, and identify an appropriate means of testing and evaluation for such competencies.

b. **HYBRID APPROACH:** Measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

c. **TIME-BASED APPROACH:** Measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

4. **CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The credential issued by the Office of Apprenticeship to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

5. **EMPLOYER:** Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

6. **EMPLOYER ACCEPTANCE AGREEMENT:** Means an agreement between the sponsor and an undersigned participating employer, which agrees to carry out the intent, purpose, rules and decisions of the sponsor established under an approved set of Registered Apprenticeship Standards.

7. **JOURNEYWORKER:** Means a worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)

8. **TRAINING REQUIREMENTS:**

a. **ON-THE-JOB LEARNING (OJL):** Tasks learned on-the-job, in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

b. **RELATED INSTRUCTION:** Means an organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Office of Apprenticeship.

c. **WORK PROCESS SCHEDULE:** An outline of the tasks in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate amount of time to be spent in each major process.

9. **REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):**

A Federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

10. **SPONSOR:** Means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

11. **INTERMEDIARY:** for purposes of this funding opportunity, an intermediary refers to an entity that will provide support to the employer and apprentice but is not the employer. This may include wraparound supports, assistance with connecting to higher education, training mentors, and other technical assistance as needed by the employer and the apprentice (employee).
-

ATTACHMENT B: STATEMENT OF ASSURANCES TEMPLATE

Please use the following to create your statement of assurance, sign and attach this required document to your submission for the RFP:

Office of Early Childhood

The undersigned Applicant 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 Applicant will deliver services to the OEC per the cost proposed in the RFP and within the timeframes therein.
 - c. The Applicant will seek prior approval from the OEC before making any changes to the location of services.
 - d. Neither the Applicant or any official of the organization nor any subcontractor or the Applicant or any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.
 - e. Neither the Applicant or any official of the organization nor any subcontractor or the Applicant or any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

Legal Name of Organization: _____

Authorized Signatory

Date

ATTACHMENT C: PROPOSAL CHECKLIST

To assist applicants in managing 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 II, IV, and V of this RFP) for more comprehensive details. Each applicant is responsible for ensuring that all required documents, forms, and attachments are submitted promptly.

Procurement Timetable		
The OEC reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	Optional Pre-Bid Conference	August 28, 2024; 10:30am ET
2	Optional Letter of Intent (LOI)	August 30, 2024; 5:00pm ET
3	Deadline for Questions	September 13, 2024; 5:00pm ET
4	Proposals Due	September 27, 2024; 5:00pm ET

Registration Link for Pre-bid Conference:

https://zoom.us/webinar/register/WN_dIxUfsYfQq-tsNcsr_r2kw

Registration with State Contracting Portal (if not already registered):

- Register at: <https://portal.ct.gov/DAS/CTSource/Registration>
- Submit Campaign Contribution: Certification (OPM Ethics Form 1):
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

Proposal Content Checklist

- ☐ Cover Sheet including required information:
 - RFP Name or Number
 - Application Pathway (Pathway A, B, or Both)
 - Legal Name
 - Federal Employer Identification Number (FEIN)
 - Street Address
 - Town/City/State/Zip
 - Contact Person
 - Title
 - Phone Number
 - E-Mail Address
 - Authorized Official Title
 - Signature
- ☐ Table of Contents
- ☐ Executive Summary: high-level summary of proposal and cost, one-page maximum
- ☐ Main Proposal Body (not to exceed 10 pages)
- ☐ Required Attachments
 - Proposal Budget (Found in the Budget Template)
 - Most Recent Organizational Budget
 - Most Recent Statement of Financial Activities (Profit and Loss Statement)

- Copy of your data security and privacy policies, if available (Indicate "in progress" or "see main proposal" if your organization does not currently have one in place).
- Audited Financial Statements for the last 3 years (or whatever number of years are available for newer organizations).
- Proof nonprofit status (i.e., IRS Determination Letter), if applicable. Indicate "Nonprofit status not applicable" in your attachments section if this does not apply.
- Program Overview and Attestation found in Attachment D
- Staffing Plan of key organizational positions and a brief description of how the CBE-RAP program fits into your organizational structure.

☐ Conflict of Interest Disclosure Statement

☐ Statement of Assurances

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 applicant'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)?

ATTACHMENT D: PROGRAM ATTESTATION

Applicant Name:	
Applicant Address:	
How many years the applicant's organization has operated:	

My signature below, for and on behalf of the above-named grantee, indicates acceptance of the above referenced award and further certifies, under penalty of false statement under Conn. Gen. Stat. Section 52-157b, that: 1.) I have the authority to execute this agreement on behalf of the applicant; and 2.) The applicant, if awarded, shall comply with all the terms and requirements of the CTDOL Appendix A Work Process Schedule And Related Instruction Outline and the CBE-RAP.

Authorized Applicant Signature

Date

Printed Name and Title of Authorized Signatory of Applicant