

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

Grants and Contracts (Attachment B) Procurement of Services by RFP

2-2 B Page 1 of 2

Policy The Department of Children and Families shall institute a standard process to issue and evaluate Request for Proposals (RFPs) for the procurement of services.

Legal Requirements The procurement process for services to be purchased by state agencies is governed by Conn. Gen. Stat. §4-212 *et seq.* with additional direction from the Office of Policy and Management's (OPM) "Procurement Standards for Personal Service Agreements and Purchase of Service Contracts" and in accordance with the tri-annual Agency Procurement Plan approved by OPM.

Additional detail regarding procurement processes and procedures may be found in the "DCF Contracting and Procurement Guide" (rev. 2018).

Process The Central Office and Regional Administrators shall have responsibility for identifying the need for a new service or a redesign of an existing service. Oversight of the procurement process shall be the responsibility of the Division of Contract Management within the Fiscal Services Division at Central Office. The Director of the Division of Contract Management shall serve as the Commissioner-designated Agency Contact for DCF's Procurement Plan and shall be responsible for overseeing the Plan's development and implementation.

When a service need has been identified, the following steps shall occur:

STEP	RESPONSIBLE PARTY
1. Evaluate the need and cost for services	Administrator or designee (Program Director or program lead)
2. Evaluate whether modifications to existing contracted services may be negotiated to address the need	Administrator or designee (Program Director or program lead)
3. Seek input on program design and funding availability	Contract Management and program lead
4. Obtain OPM approval to release a competitive procurement	Program Director or program lead and Contract Management
5. Develop a procurement document	Contract Management and Program Director or program lead
6. Conduct competitive procurement in accordance with OPM guidelines	Contract Management

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2-2 B Page 2 of 2

Oversight

The Division of Contract Management shall be responsible for ensuring that statutory and regulatory requirements for the procurement process are met. This responsibility includes but is not limited to:

- preparing, disseminating and updating written procedures for conducting procurement;
- maintaining DCF's Procurement Plan and monitoring adherence and compliance to the Plan;
- training program leads and other staff identified as part of the procurement process;
- obtaining the necessary approval to issue bids;
- overseeing and facilitating all procurement processes;
- providing consultation during each procurement process regarding:
 - technical aspects of the development and review process;
 - ethical conduct; and
 - exclusionary criteria for bids;
- receiving the scoring documentation prepared by the Screening Committees and forwarding those results to the Commissioner;
- providing notice of procurement outcomes to all applicants;
- facilitation procurement debriefings; and
- maintaining documentation required for each procurement.

Ethical Conduct

All public officials and state employees shall avoid both actual conflicts of interest and any appearance of impropriety in their official conduct. Screening Committee members and any other individuals who participate in the procurement process shall comply with the state's current ethics laws pertaining to state contracting.

Legal reference: Conn. Gen. Stat. §1-79 through §1-89.

The Division of Contract Management shall be responsible for training all DCF staff charged with procurement responsibilities. The training shall educate staff on the procurement requirements and practices established by the Office of Policy and Management standards, DCF's written procedures, statutes, regulations and applicable policy of other state agencies.

Participation in the training shall be mandatory for any DCF employee participating in the review and scoring of a competitive procurement.

Appeal Process

There shall be an appeal process by which any applicant may appeal the outcome of a competitive procurement process. The process shall be handled through the Grants and Contracts Unit, governed by OPM Procurement Standards and described in all RFPs.

The filing of an appeal shall not be deemed sufficient reason for DCF to delay, suspend or terminate the competitive procurement process or execution of a contract.
