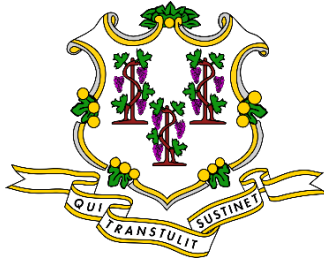


STATE OF CONNECTICUT PROCUREMENT NOTICE



Request for Proposals (RFP)
For Birth to Three Single Point of Entry

RFP Name: OEC-26-B23S

Issued by:
Office of Early Childhood
September 2026

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: Kaitlyn Czap
E-mail: OEC.RFP.B23@ct.gov
Address: Office of Early Childhood
450 Columbus Boulevard
Hartford, CT 06103

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
Monday November 9, 2026 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).



Commissioner Letter

Dear Colleagues,

The Connecticut Office of Early Childhood (OEC) is soliciting Birth to Three Providers to partner in operating programs that support infants and toddlers with delays, disabilities, or health-related needs, in accordance with IDEA Part C. This procurement seeks both Comprehensive Early Intervention Providers, which deliver all individualized services to referred children, and Deaf and Hard of Hearing (D/HOH) Support Providers, which assist comprehensive programs in serving deaf and hard of hearing children.

Birth to Three is an important part of CT's early childhood system. Providers applying to this RFP will work closely with the OEC and partners to implement Part C of IDEA on behalf of Connecticut's Birth to Three System following the service model outlined by the OEC and adhering to all written procedures. Selected Providers will collaborate with community partners to ensure coordinated support across Child Find, resource navigation, and transitions from Part C to Part B or other early childhood services.

Through this RFP process, our goal is to secure a network of Providers capable of delivering high-quality, timely services to families of young children with delays and disabilities throughout the state. The OEC will be hosting a pre-bid conference on October 13, 2026, to review the RFP receive questions from prospective respondents. While this conference is not mandatory, we highly encourage your attendance. Please register for the conference at: [\[LINK\]](#)

Proposals are due by **5:00 PM EST** on **November 9, 2026**.

Sincerely,

A handwritten signature in black ink that reads "Elena Trueworthy".

Elena Trueworthy, Commissioner
Connecticut Early Childhood

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I. General Information

A. INTRODUCTION

1. **RFP Name and Number.** Birth to Three System: **OEC-26- B23S**

2. RFP Summary: The Connecticut Office of Early Childhood (OEC) is seeking proposals from private and public organizations to implement Early Intervention services on behalf of the Birth to Three System. These services are guided by the Individuals with Disabilities Education Act (IDEA) Part C and focus on supporting families using Natural Learning Environment Practices, the Primary Service Provider approach to teaming, and Coaching as a style of interaction to build parents' and caregivers' capacity to support their child's development through everyday activities.

3. RFP Purpose: The Office of Early Childhood is seeking Birth to Three Program partners to support Connecticut's Birth to Three system. These Birth to Three Programs provide supports and services to families with eligible infants and toddlers who have delays, disabilities, or other health-related needs, in alignment with the IDEA Part C. This procurement is seeking both Comprehensive Early Intervention Programs, that provide all individualized supports and services to all children referred to the program, and Deaf and Hard of Hearing (D/HOH) Support Programs, which will support the comprehensive programs for children with a documented hearing loss.

Each year, the Birth to Three system receives approximately 13,000 referrals and provides ongoing support to 15,000 children and their families. Our work is grounded in Early Intervention best practices, including using coaching as a style of interactions with families to enhance their child's development through everyday activities and routines. Through this partnership, families will obtain the resources and guidance they need to support their child's developmental progress, address health-related needs, and advocate for both their child and their family.

Programs applying through this process are expected to implement Part C of IDEA on behalf of the Birth to Three system. They must follow the service model outlined by the Office of Early Childhood and adhere to all written procedures provided [here](#). Selected programs will collaborate with community partners to ensure coordinated support across Child Find, resource navigation, and transitions.

Through this RFP process, our goal is to secure a network of providers capable of delivering high-quality, timely services to families of young children with delays and disabilities throughout the state.

- 4. Commodity Codes:** The services that OEC wishes to procure through this RFP are as follows:93000000

B. INSTRUCTIONS

- 1. Official Contacts.** OEC has designated the individual listed below as the Official Contact for this RFP. The Official Contacts are the only authorized contact for this procurement and, as such, handle all related communications on behalf of 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 OEC about this RFP is strictly prohibited. Applicants or prospective applicants who violate this instruction may risk disqualification from further consideration.

Names: Kaitlyn Czap
Address: Office of Early Childhood
450 Columbus Boulevard
E-Mail: Hartford, CT 06103
OEC.RFP.B23@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 both locations regularly 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 (*). 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 OEC's RFP Web Page.

Procurement Schedule Table

RFP Released: September 28, 2026

Optional Pre-Bid Conference: October 13, 2026

Optional Letter of Intent Due: October 12, 2026

Q&A Period: September 28, 2026 – October 16, 2026

Questions received by each Friday of the Q&A period will receive responses the following Tuesday.

OEC will collect and respond to questions on the following schedule.

Deadlines for Questions	Responses by
Friday, October 2, 2026	Tuesday, October 6, 2026
Friday, October 9, 2026	Tuesday, October 13, 2026
Friday, October 16, 2026	Tuesday, October 20, 2026

Proposals Due: Monday November 9, 2026, 5:00PM ET

(*) Proposer Selections: January 4, 2027

(*) Start of Contract: July 1, 2027

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

Total Funding Available	Up to \$199,568,130.00 is available through this RFP.
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Number of Contracts	Multiple Awards, a minimum of two (2) providers will be selected per cluster.
Contract Term	7/1/2027 – 6/30/2032
Funding Source	Federal & State Funds

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

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:

- 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 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 three (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.
- adhere to [Part II of State of Connecticut's](#) standard contract for health and human services.

8. Letter of Intent. A Letter of Intent (LOI) is not required but 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 Contact 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 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 (Section 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, 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, OEC may or may not respond to questions received after the deadline. OEC may combine similar questions and give only one answer. 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 noted as such.

The agency will release the answers to questions on the date(s) established in the Procurement Schedule. OEC will publish all question and answer documents and, if applicable, amendments to this RFP on the State Contracting Portal and on the OEC's RFP Web Page. At its discretion, OEC may distribute any amendments to this RFP to prospective applicants who submitted a Letter of Intent or attended the RFP Conference. Question and answer documents will be posted according to the schedule in Part I Section B.4.

10. RFP Bidder's Conference. **The virtual RFP Bidder's Conference will be held on October 13, 2026 at 12:00pm ET.** Attendance at the conference is optional but highly encouraged. OEC will publish conference materials on its website after the conference.

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: **Monday November 9, 2026 5:00pm ET.**

Please be aware that delays may occur when emailing submissions with large attachments and plan accordingly. If the proposal and/or any required supporting documentation are received after the due date and time, the proposal will be ineligible for review. 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-26-B23S**. The main body should be submitted as a 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 "ORGNOME_FullProposal." If you are submitting the budget, an appropriate file title would be "ORGNOME_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 no additional IT limitations from the applicant's side. It is the sender's responsibility to confirm OEC's receipt of the full application.

II. Purpose of RFP and Scope of Services

A. OFFICE OF EARLY CHILDHOOD OVERVIEW

Established in 2013, OEC is the state agency charged with fostering cross-system integration, coordination, and collaboration at the state and local levels to enhance the early learning and development, health and well-being of young children, families, and communities. OEC brings together leadership, expertise, and a wide range of early childhood and family support services formerly housed at five different state agencies. OEC aims 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.

OEC provides funding standards, regulations, quality improvement support, technical assistance, and oversight to ensure that early childhood 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; and
- Provide equitable access for all.

The Connecticut Birth to Three System’s mission is to support infants and toddlers with delays and disabilities to develop and grow through everyday routines in partnership with families. The Birth to Three System provides equitable access to all families and connections to resources within the community. Each year, Birth to Three evaluates over 13,000 children and serves approximately 15,000 eligible children per year. On any given day there are approximately 8,500 eligible children supported in the System.

The System is designed to ensure that all families have equal access to a coordinated program of comprehensive services and supports that foster collaborative partnerships, are family-centered, occur in natural environments, recognize current best practices in Early Intervention, and are built upon mutual respect and choice.

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

B. PROPOSAL OVERVIEW:

OEC seeks proposals from Providers interested in running Early Intervention Programs on behalf of the Connecticut Birth to Three System. OEC seeks proposals from qualified organizations with extensive experience in IDEA Part C and/or Part B and those with experience working with families of young children.

Background & Problem Statement

The Office of Early Childhood is seeking Birth to Three Providers to support Connecticut's Birth to Three System. These Birth to Three Providers operate Birth to Three Programs on the System's behalf. These programs provide supports and services to families with eligible infants and toddlers who have delays, disabilities, or other health-related needs, in alignment with the IDEA Part C. This procurement is seeking both Comprehensive Early Intervention Providers, that provide all individualized supports and services to all children referred to their program, and Deaf and Hard of Hearing (D/HOH) Support Providers, which will support the comprehensive programs for children with a documented hearing loss.

Each year, the Birth to Three System receives approximately 13,000 referrals and provides ongoing support to 15,000 children and their families. Our work is grounded in Early Intervention best practices, including using coaching as a style of interactions with families to enhance their child's development through everyday activities and routines. Through this partnership, families will obtain the resources and guidance they need to support their child's developmental progress, address health-related needs, and advocate for both their child and their family.

Providers applying through this process are expected to implement Part C of IDEA on behalf of the Birth to Three System. They must follow the service model outlined by the OEC located [here](#), as well as adhere to all written procedures provided. Selected programs will collaborate with community partners to ensure coordinated support across Child Find, resource navigation, and transitions.

Through this RFP process, our goal is to secure a network of Providers capable of delivering high-quality, timely services to families of young children with delays and disabilities throughout the state.

Outcome Goals

1. Support all eligible children under the age of three (3) with developmental delays or diagnoses and their families with high-quality Early Intervention Providers.
2. Support all children under the age of three (3) with a diagnosed hearing loss with high-quality specialized support and services.
3. Expand the Birth to Three Provider network to meet the needs and demands of our System so that all families have access to the same services and

- supports no matter where they reside in the state.
4. Strengthen the System's capacity to provide culturally and linguistically responsive services to Connecticut's diverse families.
 5. Ensure timely response to all referrals within Part C requirements to our System, including initial contact, evaluations, development of Individualized Family Service Plans (IFSPs), and timely service for all families.

C. VISION FOR SUCCESS

OEC envisions a Birth to Three System where every child and family receives timely, evidence-based, compassionate Early Intervention services that promote developmental growth and strengthen family competence and confidence through coaching as a style of interaction. The System aims to deliver all services with fidelity, integrity, and collaboration with families. Further, the System ensures that all evaluations, IFSPs, service delivery, and transitions meet the highest standards of [IDEA Part C](#) and [OEC policies](#). By developing a responsive, well-trained workforce and maintaining strong data quality with a focus on continuous improvement, programs create seamless, family centered Early Intervention services across Connecticut. The Birth to Three System supports positive developmental outcomes, strong partnerships with families and community partners, full regulatory compliance, and a culture where every child's potential is recognized and supported.

D. SCOPE OF SERVICE DESCRIPTION

Operate IDEA Part C (Birth to Three) Programs on behalf of Connecticut's Birth to Three System, adhering to all procedures ([Birth to Three Procedures](#)) and pedagogy set forth by the Lead Agency.

1. Coordinate all referrals received including contacting the family to review referrals, discuss the evaluation process, and schedule the evaluation with an appropriate two-person team based on the areas of concern stated by the family.
2. Maintain rotation to receive referrals at least 50% of the time for all towns within designated cluster(s). If circumstances arise resulting in a Provider relinquishing a cluster, a minimum of sixty (60) days' notice to the Lead Agency must be provided.
3. Support all children and their families regardless of their delays and/or diagnoses.
4. Support families using Activity Based Teaming practices including Natural Learning Environment Practices, Primary Service Provider Model, and Coaching as a style of interaction.
5. Maintain all charts for children on rosters in addition to appropriately storing all charts for six (6) years past the date of exit for all children served.

6. Respond to all appropriate record requests in a timely manner and document appropriately that these requests were addressed.
7. Accurate and timely data entry within the Birth to Three Data System.

Adhere to and maintain compliance with [IDEA Part C](#)

1. Evaluate, determine eligibility, and if eligible, complete the initial Individualized Family Service Plans (IFSP) within 45 days of referral to the Birth to Three System.
2. Support families with creation of the IFSP focusing on the unique needs of the family including the family's strengths and needs and what is important to them for their child.
3. Complete all first visits within 45 days of completion of the IFSP.
4. Support all families with the transition processes, maintaining all timelines set forth by IDEA Part C and the Lead Agency.
5. At a minimum of once a month, complete service coordination activities with each family.

Maintain positive experiences for all families and caregivers participating in the Birth to Three System:

1. Participate in the Connecticut Birth to Three System's annual Family Survey.
2. Review and analyze survey results, incorporating key findings into the Birth to Three Program's training plan.
3. Make sure all families and caregivers understand their rights under IDEA Part C and the Connecticut Birth to Three System, including their right to mediation, filing a formal written complaint, and requesting a due process hearing.
4. Ensure families have easy access to contact information for their Birth to Three Program's designated leadership and the Lead Agency's Family Liaison.
5. Create a grievance policy and tracking process for receiving and addressing complaints, including clear guidance to families on what steps to take if they are dissatisfied with services.

Outreach

1. Support Child Find efforts on behalf of the Lead Agency, ensuring families are connected with Part C and, if applicable, Part B services.
2. Maintain partnerships with community organizations including Pediatric Medical Practices, Childcare Centers, Early Head Start/Head Start Programs, Home Visiting Programs, Child Protective Services, and Public-School Systems.

Personnel

1. Ensure teams include, at minimum, a Teacher, a Speech-Language Pathologist, an Occupational Therapist, and a Physical Therapist.
2. All staff must maintain required board certifications, credentials, and licenses while actively practicing. Please see [Personnel Standards Procedure](#) for more information.
3. Create and maintain a system for tracking all staff members' board certifications, credentials, and licenses, along with a clear action plan to follow if any

- requirement expires or lapses.
4. Provide training for all staff that covers procedures, Early Intervention best practices, cultural responsiveness, service coordination standards, Connecticut's mandated reporter training, and CPR/First Aid.
 5. Ensure all staff complete mandated training as designated by the Lead Agency including, but not limited to, Early Intervention Certificate and Service Coordination.
 6. Create and implement detailed supervision plans to ensure staff are following all procedures, evidence-based practices, and required timelines.
 7. Establish and follow a plan to monitor compliance within the program, along with a clear process for addressing any areas of non-compliance.

Fiscal

1. Accurately enter all insurance information and service delivery data in the Birth to Three Data System.
2. Sign and submit invoices as designated by the Lead Agency including submission of all additional paperwork for assistive technology (AT).
3. Ensure all insurance claims are processed accurately for private insurance and Medicaid in partnership with Birth to Three's third-party biller.
4. Complete fiscal audits as requested by the Lead Agency.

Deaf/Hard of Hearing Support Programs

1. Provide services for all families of D/HOH children throughout the state of Connecticut.
2. Maintain all equipment needed to support hearing evaluations and fitting of hearing aids.
3. Accurate submission of all documentation and paperwork required for reimbursement for Assistive Technology (AT) (ear molds, hearing aids, FM Systems, etc.).
4. Support families and caregivers in understanding their child's diagnosis and options available for aural rehab, sign language instruction, types of amplification, navigating cochlear implants and surgery recovery, and maintaining hearing aids.
5. Actively participate in teams with General Comprehensive Birth to Three Programs supporting families of D/HOH children.
6. Support Comprehensive Birth to Three Programs with training of staff to support families of D/HOH children.
7. Maintain partnerships with Audiologists within the state and EHDI Taskforce to support their understanding of the Birth to Three System and how to support their families in accessing Birth to Three services.

E. Contract Management/Data Reporting

As part of the State's commitment to becoming more outcome-oriented, OEC seeks to actively collaborate with contractors to enhance contract management, improve results, and adjust service delivery and policy based on reacting to and improving processes.

OEC will work with the awarded applicant to set expectations for what contract management will look like. At a minimum, this will include:

- 1.** Provide OEC reports and information as requested in writing by OEC for accountability and monitoring. These may include metrics in Section II.F, Eligibility Reports, IFSPs, visit notes, contact logs and other required documentation.
- 2.** A minimum of at least one Program Representative attend bimonthly Interagency Coordinating Council (ICC) meetings, Provider Meetings, and all other meetings scheduled by OEC.
- 3.** Attend service coordination training, and all other required trainings as outlined in writing by OEC. A minimum of at least one Program Representative attends all bimonthly Provider Meetings and any other meeting outlined in writing by OEC.

F. Performance Measures

The performance measures will be analyzed regularly during the lifetime of the contract following this RFP. The awarded applicant will be responsible for reporting quarterly data which may include the performance metrics indicated below.

The table below highlights desired outcomes and performance that OEC will examine during the contract period. The tables below do not represent an exhaustive list; rather, these metrics are indicators of how OEC will approach analyzing its desired outcomes. OEC looks forward to working with the awarded Contractor to collaboratively refine and define additional important performance metrics.

Performance Measures

Desired Outcomes	Metrics	Potential Data Source
1. Support all eligible children under the age of three (3) with developmental delays or diagnoses and their families with high-quality Early Intervention Programs.	1.1 100% compliance to all IDEA Part C including all federal and state regulations. 1.2 100% compliance with all Birth to Three Procedures as posted on the Birth to Three	Child's Records B23 Programs' Records B23 Data System

	Website: CT B23 Procedures 1.3 100% data entry into B23 data system.	
2. Support all children under the age of three (3) with a diagnosed hearing loss with high-quality specialized support and services.	2.1 100% compliance to all IDEA Part C including all federal and state regulations. 2.2 100% compliance to all Birth to Three Procedures as posted on the Birth to Three Website: CT B23 Procedures 2.3 100% accurate data entry for service deliver, AT billing.	B23 D/HOH Support Programs Records Child's Records B23 Data System
3. Expand the Birth to Three program network to meet the needs and demands of our system so that all families have access to the same services and supports regardless of where they reside in the state.	3.1 100% access for all children regardless of their delay(s)/diagnosis and their families including support of a full team.	Child's Records B23 Programs' Records B23 Data System
4. Strengthen the system's capacity to provide culturally and linguistically responsive services to Connecticut's diverse families.	4.1 100% Compliance with all IDEA Regulations and B23 Procedures regarding culturally and linguistically responsive services.	Child's Records B23 Programs' Records B23 Data System
5. Ensure timely response to all	5.1 100%	Child's Records

referrals within Part C requirements to our system, including initial contact, evaluations, development of IFSPs, and timely service for all families.	compliance for eligibility timeline (Complete all eligibility evaluations and IFSP 45 days from the date of referral). 5.2. 100% compliance with all B23 services (45 days from signature date) 5.4 100% compliance for transition timeline (90 days transition conference) 5.5 100% compliance with all federal regulations with regards to IDEA and FERPA.	B23 Programs' Records B23 Data System
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G. EVALUATION OF PROPOSALS

- 1. Evaluation Process.** 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, 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.** OEC will designate an Evaluation Committee to evaluate proposals submitted in response to this RFP. The Evaluation Committee will be composed of 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 these to make recommendations for awards. 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 including all required attachments. Proposals that fail to follow instructions or satisfy these minimum submission requirements may be disqualified upon review by the Evaluation Committee Chairs. 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?
COMPREHENSIVE APPLICANTS ONLY - Compliance/ Operations & Services (35%)	Ideal candidates will: A. Maintain a continuous Program compliance monitoring plan with a defined process for addressing any non-compliance, and supervision plans that ensure staff adhere to as outlined in IDEA and B23 policies and procedures. B. Coordinate all referrals received including contacting the family to review referrals, discuss the evaluation process, and schedule the evaluation with an appropriate two-person team based on the areas of concern stated by the family. C. Support families in developing the IFSP by focusing on their unique needs, strengths, and priorities for their child and family. This includes following the IFSP procedures outlined here: Individualized Family Service Plan Procedure; and collaborating with community

	partners and other state contracted specialized support programs. D. Ensure all team members collaborate effectively within the mixed Birth to Three team, using clear and accessible communication. Teams will share information promptly, engage constructively with each other and with families, and contribute to coordinated problem solving to support children who are Deaf or Hard of Hearing/visually impaired and their families and caregivers. E. Facilitate and support families through the transition from IDEA Part C to Part B, ensuring all required timelines are met in alignment with IDEA Part C and Lead Agency procedures.
D/HOH APPLICANTS ONLY - Support Compliance, Operation, & Service (35%)	Ideal candidates will: A. Maintain all equipment needed to support hearing evaluations, creation of ear molds and fitting of hearing aids. B. Accurately submit all documentation and paperwork required for reimbursement for AT (ear molds, hearing aids, FM Systems, etc.). C. Support families and caregivers in understanding their child's diagnosis including but not limited to: options available for aural rehab, sign language instruction, types of amplification, Cochlear implants and surgery recovery, and maintaining hearing aids. D. Actively participate in teams with Comprehensive Birth to Three Programs supporting families of D/HOH children including determining initial eligibility, initial assessment, IFSPs, joint visits, and transition from Part C to Part B. E. Support Comprehensive Birth to Three Programs with training of staff for supporting families of D/HOH children. F. Maintain partnerships with audiologists within the state and the EHDI Taskforce to support understanding of the Birth to Three System including making appropriate referrals, what services look like, and how to support their families in accessing Birth to Three services.

ALL APPLICANTS - Staffing/ Training Plan (25%)	Ideal candidates will: A. Have, at a minimum, complete Early Intervention teams consisting of an appropriate Teacher, Speech-Language Pathologist, Physical Therapist, and Occupational Therapist, as well as administrative staff that support the EI Program, including but not limited to a Program Director, Administrative Assistant(s), Insurance/Billing personnel, and IT support. B. Implement an internal plan to maintain staff's required board certifications, credentials, and licenses while actively practicing. C. Implement an internal plan to support staff training on key Early Intervention practices, cultural responsiveness, service coordination standards, mandated reporter requirements, and basic safety skills, and ensure all staff complete Lead Agency-mandated training, including the Early Intervention Certificate and Service Coordination. D. Support families using Activity Based Teaming practices including Natural Learning Environment Practices, the Primary Service Provider Model, and Coaching as a style of interaction.
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ALL APPLICANTS - Financial Profile (10%)	Ideal candidates will: A. Demonstrate strong fiscal health as determined through clean opinions in the last three (3) years of audited financial statements (or whatever number of years are available, for newer organizations) or the equivalent for for-profit organizations; a recent organizational budget; and the respondent's most recent statement of financial activities (profit and loss statement. B. Responsibly and proactively manage its financial systems, with clearly defined internal controls. C. Have prior experience managing complex financial reporting requirements. D. Use Generally Accepted Accounting Principles with financial systems.
ALL APPLICANTS - Outreach/Partnerships (10%)	Ideal candidates will: A. Support Child Find efforts on behalf of the Lead Agency ensuring families are connected with Part C and, if applicable, Part B services. B. Maintain partnerships with community organizations including pediatric medical practices, childcare centers, home visiting programs, child protective services, and public-school systems. C. Create and utilize marketing materials in accordance with Birth to Three Marketing Procedure.

ALL APPLICANTS - Dispute Resolution (10%)	Ideal candidates will: A. Ensure that all families and caregivers understand their rights under IDEA Part C and the Connecticut Birth to Three System—including mediation, filing a formal written complaint, and requesting a due process hearing—and that they have easy access to contact information for your program’s designated leadership and the Lead Agency’s Family Liaison through your program’s grievance policy.
ALL APPLICANTS - Towns (10%)	Ideal candidates will: A. Designate services to a Town Cluster(s) according to the Town Cluster map in Attachment G. Maintain rotation to receive referrals at least 50% of the time in designated towns/clusters. Public School System applicants are exempt from servicing all towns within a designated cluster and should specify which town they plan to serve using the Town Cluster map in Attachment G.

****All applicants will be scored on a scale of 100% and should apply as either a Comprehensive or D/HOH program.***

Note: As part of its evaluation of Organizational Structure and Staffing, 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 Selections.** Upon completing its evaluation of proposals, the Evaluation Committee will submit the rankings of all proposals to OEC Commissioner. The final selection of successful proposers is at the discretion of the OEC Commissioner. The proposers selected will be notified and awarded an opportunity to negotiate a contract with 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, at OEC’s discretion, about the outcome of the evaluation and proposer selection process. OEC reserves the right to decline to award contracts for activities for which the OEC Commissioner considers there are not adequate respondents.
6. **Debriefing.** Within ten (10) calendar days of receiving notification from 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 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. OEC will schedule and hold the debriefing meeting within fifteen (15) business days of the request. 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, no 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 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.

III. 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
- 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 15 pages, attachments are not included in the page count.**

Please describe in detail how the applicant will provide the work described in Section D. Scope of Service Description.

Applicants should respond to the prompts for the program to which they are applying (Comprehensive Program, Deaf/HOH Program Support). Provide a clear and concise narrative which addresses the following:

Comprehensive Provider Applicants Only

Compliance/Operations & Service (35%):

1. Describe your process for handling referrals received by your program for the evaluation and scheduling the evaluation including for a child who is automatically eligible for Connecticut's Birth to Three Services.
2. Outline the steps your team takes to ensure a timely and smooth transition for families from Part C to Part B services, and support families'

understanding of the process, including the differences between Part C and Part B services. Provide examples illustrating these steps.

3. Explain how your program collaborates with specialized support services—such as Deaf and Hard of Hearing programs or Services for the Blind—including examples of interdisciplinary teamwork that improve family outcomes and describe how you address differing viewpoints within the team regarding communication or access strategies.
4. When scheduling an IFSP meeting, describe your process for ensuring that a child's and family's team best supports a family's strengths and concerns and for meeting that family's unique needs when creating the IFSP.
5. As part of a required attachment, provide an example Initial IFSP based on the scenario provided (Attachment E) using the IFSP document located here: [Fillable IFSP](#)
6. Explain how you ensure you remain in rotation for accepting referrals at least 50% of the time in any rolling three (3)month period and how you will manage forced rotation situations.

Staffing/Training Plan (25%):

1. Describe your internal procedures for maintaining a system for tracking all staff members' board certifications, credentials, and licenses, along with a clear action plan to follow if any requirement expires or lapses.
2. As part of the required attachments, please include your staffing plan using the provided excel spreadsheet including disciplines/role, number of individuals serving in that role, and FTE. If new to EI, please provide us with a proposed staffing plan using the provided excel spreadsheet.
3. For the list of staff/FTE provided, explain how you ensure adequate staffing to meet evaluation, assessment, family needs, and IFSP outcomes.
4. Explain how you ensure fidelity to Evidence-Based Practices and IDEA procedural safeguards through supervision, observation, and professional development.
5. Describe your process for developing individualized training plans, bi-annual reviews, and meeting observation requirements for all staff and subcontractors.

Outreach (10%):

1. Please describe how your company supports the Lead Agency's Child Find System and provide examples of these efforts. As part of the required attachments, please also include any brochures or marketing materials your company uses to support Child Find activities for Birth to Three (Should be no more than three (3) pages). Please refer to [Marketing Procedure](#) for additional guidance.
2. Describe how you maintain partnerships with community organizations, including pediatric medical practices, childcare centers, home visiting programs, DCF, and the public-school systems your program frequently collaborates with, and provide examples of these partnerships.

Dispute Resolution (10%):

1. As part of the required attachment, please include your grievance policy that is provided to families that includes their rights and the steps they can take if they are not happy with support and services. Should be no more than two (2) pages.

Towns (10%):

1. As part of the required attachments, please refer to Attachment F for guidance and submit and rank the cluster(s) you prefer (or towns selected for Public School System applicants) in Attachment G, along with your attestation for the chosen clusters and rotation maintenance. In addition, explain the steps that you will take to ensure that all towns within a cluster receive the same level of support and services. Provide examples of how you will support the cluster(s) you selected.

Financial Profile (10%):

1. Financial Management: Describe the financial management and internal accounting procedures that will be used to ensure proper financial management, including the fiscal controls designed for accountability. Any respondent to this RFP must agree to maintain its financial records in accordance with generally accepted accounting principles (as defined by the American Institute of Certified Public Accountants).
2. Fiscal Health: As part of the required attachments, include three (3) years of audited financial statements (or whatever number of years are available, for newer organizations) or the equivalent for for-profit organizations, your most recent organizational budget, and statement of financial activities (profit and loss statement).

Deaf/HOH Program Support Applicants Only

Compliance/Operations & Service (35%):

1. Demonstrate how you actively collaborate with Comprehensive Birth to Three teams when supporting D/HOH children, including an example of an interdisciplinary situation where your involvement improved family outcomes, and explain how you address differing team viewpoints regarding communication modalities or support plans.
2. Explain how you guide families in understanding their child's diagnosis and intervention options, including how you support caregivers in maintaining hearing aids and amplification equipment, provide assistance during cochlear implant surgery recovery and post activation, transitions, and how you help families make informed decisions between aural rehab, sign language instruction, or combined approaches.
3. Using the attached scenario (Attachment E), please explain how you would actively engage as part of the combined team to support the family in completing the initial IFSP.

Staffing/Training Plan (25%):

1. Describe your internal procedures for maintaining a system for tracking all staff members' board certifications, credentials, and licenses, along with a clear action plan to follow if any requirement expires or lapses.
2. As part of the required attachments, please include your staffing plan using the provided excel spreadsheet including disciplines/role, number of individuals serving in that role, and FTE. If new to EI, please provide us with a proposed staffing plan using the excel spreadsheet.
3. For the list of staff/FTE provided, explain how you ensure adequate staffing to meet evaluation, assessment, family needs, and IFSP outcomes.
4. Explain how you ensure fidelity to Evidence-Based Practices and IDEA procedural safeguards through supervision, observation, and professional development.
5. Describe your process for developing individualized training plans, bi-annual reviews, and meeting observation requirements for all staff and subcontractors.

Outreach (10%):

1. Please describe how your company supports the Lead Agency's Child Find System and provide examples of these efforts. As part of the required attachments, please also include any brochures or marketing materials your company uses to support Child Find activities for Birth to Three (Should be no more than three (3) pages). Please refer to [Marketing Procedure](#) for additional guidance.
2. Describe how you maintain ongoing communication and collaboration with audiologists and the state EHDI Taskforce, including an example of a partnership that directly supported a family's access to Birth to Three services, and explain the strategies you use to help external partners understand the Birth to Three System and referral process.

Dispute Resolution (10%):

1. As part of the required attachment, please include your grievance policy that is provided to families that includes their rights and the steps they can take if they are not happy with support and services. Should be no more than two (2) pages.

Towns (10%):

1. As part of the required attachments, please review and sign Attachment D attesting that you will provide services to all towns in Connecticut. In addition, explain the steps that you will take to ensure that all towns receive the same level of support and services across the state. Provide examples of how you will support all D/HOH families within Connecticut.

*Notice to all applicants: Applicants may apply to multiple clusters. During the review process an initial two clusters per applicant shall be assigned in descending order beginning with the highest scoring applicant until all clusters in the state have two providers assigned. Once this process is complete, further assignment of clusters shall be made for clusters that require more than two providers. Current Birth to Three System providers should not select cluster(s) that they have relinquished and/or were unable to provide services. OEC reserves the right to offer clusters to applicants to best meet the needs of children and families of Connecticut.

Financial Profile (10%):

1. Financial Management: Describe the financial management and internal accounting procedures that will be used to ensure proper financial management, including the fiscal controls designed for accountability. Any respondent to this RFP must agree to maintain its financial records in

accordance with generally accepted accounting principles (as defined by the American Institute of Certified Public Accountants).

2. Fiscal Health: As part of the required attachments, include three (3) years of audited financial statements (or whatever number of years are available, for newer organizations) or the equivalent for for-profit organizations, your most recent organizational budget, and statement of financial activities (profit and loss statement).

E. Proposal Attachments

Proposal Attachments other than the ones identified below are not permitted and will not be evaluated. Furthermore, 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).
- Audited Financial Statements for the last three (3) years (or whatever number of years are available for newer organizations).
- Proof of nonprofit status (i.e., IRS Determination Letter), if applicable. Indicate "Nonprofit status not applicable" in your attachments section if this does not apply.
- Staffing Plan (found in the Budget Template) including job titles, descriptions, qualifications and tenure of key staff members who will be assigned to this project. If planning to staff up, include draft job descriptions for anticipated hires and hiring timelines. Please include a workflow chart in your staffing plan.
- Grievance Policy
- Completed IFSP (Comprehensive only)
- Cluster Selection & Attestation (Comprehensive only)
- Service Attestation (D/HOH Support Only)
- Birth to Three Marketing Material (All applicants)

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 averse 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.

IV. 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 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 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 (SEEC) (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 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 in a calendar year, 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 OEC, the selected applicant (contractor), and, if required, the Office of the Attorney General. 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 Office of the Attorney General.

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. 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, 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 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 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.** 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 for submission of proposals, unless specifically requested by OEC. 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 selected at a time and in a place provided by OEC. At its sole discretion, 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 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. 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, 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 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 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 OEC and, if required, by the Office of the Attorney General.
- 9. 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).
- 10. 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 averse 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. 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."*

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 OEC.
- 2. Amending or Canceling RFP.** OEC reserves the right to amend or cancel this RFP on any date and at any time, if 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, 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.** 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. OEC may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. 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.** OEC reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. OEC further reserves the right to contract with one or more applicants for such services. After reviewing the scored criteria, OEC may seek Best and Final Offers (BFO) on cost from applicants. OEC may set parameters on any BFOs received.

- 7. Clerical Errors in Award.** 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 OEC is the sole funder of a purchased service, OEC reserves the right to approve any additions, deletions, or changes in key personnel, except those who have terminated employment. OEC also reserves the right to approve replacements for key personnel who have terminated employment. 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 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 through 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 in a calendar year 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;(ii) 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 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.** The

awarded applicant will not discriminate or permit discrimination against any person or group of persons pursuant to Conn. Gen. Stat. 4a-60.

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.

ATTACHMENTS

ATTACHMENT A: ACRONYMS/DEFINITIONS

Activity Based Teaming	Use of best practices, including Natural Environment Practices, the Primary Service Provider Model, and Coaching as a style of interaction, to best support families and caregivers with supporting a child's development.
Aural Rehabilitation	A person-centered approach that helps children and adults with hearing loss build stronger listening, communication, and speech skills. It involves shared decision-making between the family/patient and a team consisting of an Audiologist and a Speech-Language Pathologist specializing in working with D/HOH population.
Auto-Eligibility List	List of medical diagnosis that automatically qualifies a child for Birth to Three Services in the state of Connecticut. Auto Eligibility List
B23	Birth to Three
B23 Contracted Providers	The local direct service Early Intervention program operated by or under contract with OEC to deliver Early Intervention services under the terms of the IDEA Part C and 17a-248 C.G.S. Programs include comprehensive programs that serve all children no matter their diagnosis, and programs that only serve children who are Deaf or Hard- of-Hearing. Some contracted agencies operate more than one type of program.
B23 System	The system of Early Intervention services for infants and toddlers with disabilities operated in accordance with Part C of the Federal IDEA and its regulations as well as Connecticut General Statute 17a-248 and its regulations.
BESB	Bureau of Education and Services for the Blind
Child Find	The Child Find System under IDEA Part C is a System process designed to identify, locate, and evaluate infants and toddlers from birth to age three who may have

	developmental delays or disabilities. Its goal is to ensure that eligible children receive Early Intervention services as early as possible.
Coaching	Early Intervention providers partner with parents and caregivers to build confidence and skills through coaching. They share strategies, help families to problem-solve, and plan actions that support a child's development and learning.
Comprehensive Birth to Three Program	The Birth to Three Program operated by contracted providers on behalf of the Connecticut Part C system, offering supports, services, and service coordination to all eligible children, regardless of their delays or diagnoses
CSDE	Connecticut State Department of Education
D/HOH Support Program	The Deaf/Hard of Hearing Support Birth to Three program collaborates with contracted providers to deliver specialized D/HOH support and services for families.
EHDI	Early Hearing Detection and Intervention
EHDI Taskforce	Early Hearing Detection and Intervention Taskforce is a collaborative advisory group that works to ensure newborns are screened for hearing loss, diagnosed early, and connected to vital intervention services.
EIS	Early Intervention Services
Family Outcome(s)	Outcomes written by the family for themselves.
Family Survey	Survey that is completed annually by the Lead Agency for all families enrolled in the Connecticut Birth to Three System as required by OSEP.
FERPA	Family Educational Rights and Privacy Act
IDEA	Individuals with Disabilities Education Act
IDEA Part C	IDEA that applies to infants and toddlers with disabilities.
IDEA Part B	IDEA that applies to children between the ages of three (3) to 21 with disabilities;

managed by CSDE.

Individualized Family Service Plan (IFSP)	Plan written with the family and caregivers that discusses a child's and family's strengths and needs, who the child is and how the child learns, who is part of the family's support system and team, services, frequency of services, and location of services.
Joint Visit	An Early Intervention visit with a family that includes the child's PSP as well as another interventionist. The additional interventionist is not only there to support the family but also build the capacity of the PSP and the family.
Lead Agency	The agency within the state government that oversees the state's Part C system and ensures compliance with all Federal and State Statutes. OEC is the Lead Agency administering the Connecticut Birth to Three System.
LEA	Local Education Agency (Each town's school system)
LOI	Letter of Intent
MOU	Memorandum of Understanding
Natural Learning Environment	Support families by meeting families where they are and supporting learning opportunities within their child's everyday life.
OEC	Office of Early Childhood
OSEP	Office of Special Education Programs in government education. A federal program within the U.S. Department of Education that improves outcomes for children with disabilities.
POS	Purchase of Service
P.A.	Public Act (CT)
Primary Service Provider (PSP)	Every child and every family has a full team supporting and available to them, but one person functions as the primary support for the family. The use of a PSP strengthens parents' confidence and skills in supporting their child's development and helping them access the resources they need.

Referral Sources	Any individual who makes a referral to the CT Part C system.
3rd Party Referrals	Referrals made to the CT Part C system by one other than the parent, or those that meet the definition of a parent per IDEA.
RFP	Request for Proposals
ToD	Teacher of the Deaf

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 OEC per the cost proposed in the RFP and within the timeframes therein.
- c.** The Applicant will seek prior approval from OEC before making any changes to the location of services.
- d.** Neither the Applicant or any official of the organization nor any subcontractor of any official organization has received any notice 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 of any official organization has received any notice 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 for more comprehensive details. Each applicant is responsible for ensuring that all required documents, forms, and attachments are submitted promptly.

<u>Procurement Timetable</u>		
The OEC reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	Optional Pre-Bid Conference	October 13, 2026; 12:00pm ET
2	Optional Letter of Intent (LOI)	October 12, 2026; 5:00pm EST
3	Deadline for Questions	October 16, 2026; 5:00pm EST
4	Proposals Due	November 9, 2026; 5:00pm EST

Registration Link for Pre-bid Conference: [\[LINK\]](#)

Registration with State Contracting Portal (CTSource):

- Register at: <https://portal.ct.gov/DAS/CTSource/Registration>
- Upload 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
 - 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 15 pages)
- ☐ Required Attachments
 - Proposal Budget (found in the Budget Template).
 - Most recent Organizational Budget.
 - Most recent Statement of Financial Activities (Profit and Loss Statement).
 - Audited Financial Statements for the last three (3) years (or whatever number of years are available for newer organizations) or the equivalent for for-profit organizations.
 - Proof of nonprofit status (i.e., IRS Determination Letter), if applicable. Indicate "Nonprofit status not applicable" in your attachments section if this does not apply.
 - Staffing Plan (found in the Budget Template) including job titles, descriptions, qualifications and tenure of key staff members who will be assigned to this project. If planning to staff up, include draft job descriptions for anticipated hires and hiring timelines. Please include a workflow chart in your staffing plan.
 - Grievance Policy
 - Completed IFSP (Comprehensive only)
 - Cluster Selection & Attestation (Comprehensive only)
 - Service Attestation (D/HOH Support Only)
 - Birth to Three Marketing Material (All applicants)
- ☐ 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: D/HOH SUPPORT PROGRAM ATTESTATION

Our Deaf and Hard of Hearing (D/HOH) Support Program affirms that we will provide equitable, consistent, and family centered services to all eligible children and families across the entire state of Connecticut. We commit to accepting and supporting statewide referrals in a timely manner and to ensuring that every family, regardless of geographic location or complexity of need, receives high-quality services aligned with Birth to Three standards.

We affirm full compliance with all Connecticut Birth to Three System regulations and IDEA Part C requirements, including supporting comprehensive Birth to Three Programs with timely intake processes, completion of evaluations, development of IFSPs within mandated timelines, provision of services according to IFSP requirements, accurate documentation, and adherence to all state policies related to assistive technology, audiology collaboration, and D/HOH intervention practices.

Our Program agrees to participate in all monitoring and quality assurance activities conducted by OEC including data reviews, fidelity checks, and corrective action processes when required. We will maintain internal systems that ensure statewide accessibility, equitable service delivery, regulatory compliance, and transparency in referral acceptance and service performance. Our leadership acknowledges that failure to uphold these responsibilities may impact on our program's standing and continued participation within the Birth to Three System.

Legal Name of Organization:

Authorized Signatory:_____

Date:_____

ATTACHMENT E: IFSP Scenario

James Smith is an 18-month-old child who lives with his parents, Richard and Sarah, and his older sister, Eliza (5). The family recently relocated from Washington State due to Navy orders and shared that James previously received Early Intervention services there. James was referred to the Connecticut Birth to Three System by L&M Audiology due to concerns related to communication and social development, overall health status, and hearing. He is cCMV-positive and was recently diagnosed with mild to moderate bilateral hearing loss at L&M. His parents are interested in amplification and hope it will support his access to sound and language. They expressed concerns about how hearing loss may affect his communication development and shared interest in connecting with other families of children with hearing loss, particularly other military families.

James responds to some sounds and occasionally to his name. With visual cues, he can follow simple one-step directions. He vocalizes and babbles using some consonant sounds, though he is not yet consistently using words. At home, James communicates through gestures and occasionally points, reaching for items, and vocalizing when he wants attention. His parents describe him as very active, curious, and energetic—he enjoys running, climbing, and exploring. He moves independently throughout the home, loves the playground, and often runs off during outdoor play. His parents note that he is a strong problem solver and frequently tries to access items independently, such as climbing onto a counter to reach his cup.

James's parents reported that they are new to the area and are still finding activities they can enjoy together as a family. His mother shared that, aside from the other families on the boat, they do not know anyone in Connecticut and all their extended family lives in North Carolina and Georgia. In Washington, they enjoyed going to the neighborhood park, attending weekend Storytime at the library, and participating in community events as a family. They hope to find similar opportunities in their new community to help James and his sister, explore, learn, and connect with other children.

James attends the Navy's Child Development Center (CDC) full-time, Monday through Friday from 7:00 a.m. to 5:00 p.m. His teachers report concerns about hitting and biting peers and staff, challenges following classroom routines, frequent screaming, and difficulty redirecting James when he becomes upset. They shared that transitions and group activities are particularly difficult for him, though James enjoys outdoor play and sensory activities.

During the evaluation, James's parents expressed that they would like visits to occur both at home and at the Navy CDC. They also requested that childcare staff be included in IFSP meetings and any additional assessments so everyone supporting James can work together.

ATTACHMENT G: CLUSTER SELECTION & COMPREHENSIVE PROGRAM ATTESTATION

Name of Applicant:

Clusters: For the following clusters, please select the cluster(s) your program would serve if selected. When selecting clusters use the line to the right of the check-box to rank these in order of preference with 1 being the highest. If applying as a Public School System, please select cluster(s) and circle the towns you would serve if selected.

- ☐ ____ Cluster A: Greenwich, Darien, Stamford, Norwalk, Westport, New Canaan, Wilton, Weston
- ☐ ____ Cluster B: Fairfield, Bridgeport, Stratford, Milford, Trumbull, Easton, Shelton, Monroe
- ☐ ____ Cluster C: West Haven, Orange, New Haven, Derby, Ansonia, Woodbridge, Seymour, Hamden, Bethany, Oxford, Beacon Falls, Naugatuck, Prospect, Cheshire
- ☐ ____ Cluster D: Branford, East Haven, Guilford, Madison, North Branford, North Haven, Wallingford
- ☐ ____ Cluster E: Clinton, Old Saybrook, Westbrook, Old Lyme, Essex, Deep River, Killingworth, Lyme, Chester, Haddam, East Haddam, Salem, Colchester, East Hampton
- ☐ ____ Cluster F: New London, Groton, Waterford, East Lyme, Stonington, Ledyard, Montville
- ☐ ____ Cluster G: North Stonington, Preston, Bozrah, Norwich, Voluntown, Griswold, Lisbon, Franklin, Sprague, Scotland, Canterbury, Plainfield, Sterling
- ☐ ____ Cluster H: Durham, Middlefield, Meriden, Middletown, Portland, Southington, Berlin, Cromwell, Rocky Hill, Plainville, New Britain, Newington, Wethersfield
- ☐ ____ Cluster I: Southbury, Middlebury, Roxbury, Waterbury, Woodbury, Wolcott, Watertown, Bethlehem, Washington, Plymouth, Thomaston, Morris, Warren, Litchfield, Kent

- ☐ ____ Cluster J: Redding, Ridgefield, Bethel, Newtown, Danbury, Brookfield, New Fairfield, Bridgewater, Sherman, New Milford
- ☐ ____ Cluster K: Torrington, New Hartford, Cornwall, Goshen, Sharon, Winchester, Barkhamsted, Canaan, Norfolk, Colebrook, Hartland, North Canaan
- ☐ ____ Cluster L: Avon, Salisbury, Bloomfield, Bristol, Burlington, Canton, East Granby, Farmington, Granby, Hartford, Harwinton, West Hartford, Simsbury
- ☐ ____ Cluster M: Glastonbury, East Hartford, Manchester, South Windsor, Vernon, Windsor, East Windsor, Ellington, Windsor Locks, Enfield, Suffield, Somers
- ☐ ____ Cluster N: Lebanon, Marlborough, Hebron, Columbia, Windham, Andover, Bolton, Coventry, Mansfield, Chaplin, Tolland, Willington, Ashford, Stafford, Union
- ☐ ____ Cluster O: Hampton, Brooklyn, Killingly, Pomfret, Eastford, Putnam, Woodstock, Thompson

COMPREHENSIVE BIRTH TO THREE PROVIDER ATTESTATION

Our Birth to Three Program affirms that we will provide equitable, consistent, and family centered services for all clusters we have elected to serve. We commit to remaining active in the referral rotation for every town, for these clusters, at least fifty percent (50%) of the time and to support all families referred to us with the same high-quality services, regardless of cluster type, geography, or complexity of need.

We further affirm that we will comply with all Birth to Three regulations, including: ensuring timely acceptance of referrals; evaluations, IFSP development for eligible children, and delivering services in accordance with IDEA Part C requirements; adhering to state policies related to evaluation, IFSP development, and service provision; maintaining accurate and complete documentation; and meeting all timelines associated with intake, service delivery, and reporting.

Our Program agrees to participate in continuous monitoring, quality assurance activities, and corrective action processes if required. We will maintain internal systems that promote compliance, ensure equitable access, and support transparency in referral rotation participation. Our leadership team acknowledges that failure to uphold these responsibilities may affect our Program's standing within the Birth to Three System.

Legal Name of Organization: _____

Authorized Signatory: _____

Date: _____