



**CHEFA**  
Connecticut Health & Educational  
Facilities Authority

**Request for Proposal**  
**for**  
**DATA ANALYSIS CONSULTANT**

**DATE: September 28, 2020**

**State of Connecticut Health & Educational Facilities Authority**

**Proposals due no later than 2:00 p.m. (Eastern Time) on Monday, October 19, 2020**



# CHEFA

Connecticut Health & Educational  
Facilities Authority

September 28, 2020

To Whom It May Concern:

The Connecticut Health & Educational Facilities Authority (“CHEFA” or the “Authority”) is requesting proposals from qualified firms wishing to provide data analysis consultant services.

The Authority seeks proposals from firms who can assist with development and implementation of a comprehensive approach for collecting and analyzing data on the impact of its financing programs, including its bonding, loan and grant programs, as well as financing provided through its subsidiary, CHEFA Community Development Corporation. Additional information on CHEFA programs can be found at [CHEFA.com](http://CHEFA.com).

## **Responses to the RFP**

Your firm’s submission relating to this RFP should include a response to the questions and requests for information included in the attached ***Exhibit A, as well as Exhibit B.***

## **Proposal Schedule**

- RFP Issued – ***September 28, 2020***
- Questions must be sent to Jeanette Weldon via email at [jweldon@chefa.com](mailto:jweldon@chefa.com) no later than ***October 8, 2020 at 5:00 p.m.*** (Eastern Time).
- REVISED: Responses to questions will be posted on the CT DAS ([das.ct.gov](http://das.ct.gov)) and CHEFA website on or before ***October 9, 2020 by 3:00 p.m.*** (Eastern Time).
- Proposals are due by no later than ***2:00 p.m. (Eastern Time) October 19, 2020***
- Phone interviews, if necessary, to be conducted ***the week of October 26, 2020***
- Selection made by ***October 30, 2020***

*CHEFA would like to achieve project completion by January 31, 2021.*



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## **Scope of Services**

The Authority will consider each respondent's ability to provide comprehensive, quality service to the Authority, as well as its reputation and fee structure. At a minimum, the services provided to the Authority will include three key components:

- 1) Develop the key data metrics for measuring economic and social impact of CHEFA financing and grant programs. Data metrics should capture information on quality jobs created (temporary and permanent), employment achieved, patients successfully served, students successfully educated, children successfully cared for, and any other information the consultant considers relevant.
- 2) Develop a data collection tool and a feasible implementation approach for collecting data from CHEFA clients on an ongoing basis.
- 3) Develop a data analysis methodology that CHEFA staff can employ for regular reporting on project impact.

## **Selection Process**

A committee selected by the Executive Director of the Authority will conduct the selection of the consultant. Evaluation of firms will include but will not be limited to: the reputation of the firm, the scope of services to be provided, proposed fees, the reputation and experience of the management and staff to be assigned to the Authority, and other value added services that may be provided.

## **RFP Format and Submission Requirements**

1. The total length of the response is limited to 15 pages.
2. Please submit a copy of your firm's response to this RFP via email by no later than **2:00 p.m. (Eastern Time) on Monday, October 19, 2020** in PDF format to: Jeanette Weldon at [jweldon@chefa.com](mailto:jweldon@chefa.com) and Debrah Galli at [dgalli@chefa.com](mailto:dgalli@chefa.com).

The Authority reserves the following rights (without limitation or waiver):

1. To reject any or all proposals.



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2. To conduct investigations or request further information relating to the qualifications of any or all respondents.
3. To supplement, modify or cancel this request for proposals without notice or substitution of another such request.
4. To reevaluate a proposal or selection if there are any changes in the substance of the proposal.
5. Waive or modify any irregularities in proposals received.
6. Accept a proposal based on considerations other than cost.
7. Negotiate with any firm deemed to be in the best interest of the Authority.

Phone interviews, if necessary, will be held during the week of October 26, 2020. The Authority shall not be liable for any cost incurred in connection with responding to this proposal.

## **Contractual Relationships with Quasi-Public Agencies**

### **1. Penalty for False Statement (C.G.S. §1-126)**

Any quasi-public agency, as defined in Section 1-120 of the General Statutes, shall require any application, agreement, financial statement, certificate or other writing submitted to such quasi-public agency with respect to any loan, mortgage, guarantee, investment, grant, lease, tax relief, bond financing or other extension of credit or financial assistance made or provided by such quasi-public agency and that provides information on which the decision of such quasi-public agency was based, to be signed under penalty of false statement as provided in Section 53a-157b of the General Statutes. The Authority requires that proposals in response hereto be provided on the same basis.

**Include the following statement with your proposal:**

**“The information provided herein is submitted by the undersigned firm under penalty of false statement as provided in the Connecticut General Statutes, Section 53a-157b.”**

### **2. An Act Concerning Certain State Contracting Nondiscrimination Requirements (C.G.S. Sections 4a-60 and 4a-60a)**

Connecticut General Statutes Sections 4a-60 and 4a-60a, as amended, require an entity or individual entering into a contract with the State or certain of its political subdivisions, including quasi-public agencies, to provide the contracting agency with a written affidavit,



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representation or other acceptable documentation that certifies the contractor's compliance with the State's nondiscrimination agreements and warranties and to periodically update such documentation. Please refer to the form of the required certification attached as **Exhibit B** and complete and sign.

### **3. Contract Language**

By submitting a response to this RFP, a Proposer agrees to inclusion of the language set forth in **Exhibit C** in any contract entered into with CHEFA in connection with this RFP.

### **4. Freedom of Information Act**

CHEFA is a "public agency" for purposes of the Connecticut Freedom of Information Act ("FOIA"). A proposal submitted in response to this RFP, and any files or documents associated with the proposal, including e-mails or other electronic files, will be public records and subject to disclosure under the FOIA. See Conn. Gen. Stat. §§1-200, et seq. The FOIA includes exemptions for, among other things, "trade secrets" and "commercial or financial information given in confidence, not required by statute." See Conn. Gen. Stat. §1-210(b).

Due regard will be given for the protection of proprietary or confidential information contained in all proposals received. However, all materials associated with this RFP are subject to the terms of the FOIA and all applicable rules, regulations and administrative decisions. If a proposer is interested in preserving the confidentiality of any part of their proposal, it will not be sufficient to state generally in the proposal that the proposal is proprietary or confidential in nature and therefore not subject to release to third parties. Instead, those particular sentences, paragraphs, pages or sections that a proposer believes to be exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with Section 1-210(b) of the FOIA must accompany the proposal. The rationale and explanation must be stated in terms of the reasons the materials are legally exempt from release pursuant to the FOIA.

Confidential information must be separated and isolated from other material in the proposal, labeled CONFIDENTIAL, and submitted in a separate envelope and in a separate PDF. All proposal materials not placed in a separate envelope and PDF clearly marked as confidential will not be treated as confidential and will be made available for public view upon receipt of a FOIA request. Proposers should not request that their entire proposal, nor the majority of the proposal, be confidential and CHEFA reserves the right to reject any such proposal.

CHEFA 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 that is sought pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall



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CHEFA or any of its officers, directors or employees have any liability for the disclosure of documents or information in CHEFA's possession where CHEFA, or such officer, director or employee believes disclosure is required under the FOIA or other law.

Sincerely,

A handwritten signature in black ink that reads "Jeanette Weldon". The signature is written in a cursive style.

Jeanette Weldon  
Executive Director

Exhibits Attached



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## EXHIBIT A

### DATA ANALYSIS CONSULTANT REQUEST FOR PROPOSAL

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I. **General Information:**

- 1) Please provide an overview of your firm, office location, and qualifications of relevant staff.
- 2) Please describe a recent engagement which is similar in scope to the CHEFA request. Include a summary of metrics and tools developed, key conclusions, and action steps provided to the client.
- 3) Please describe how the CHEFA engagement will be staffed and by whom.
- 4) Please provide a timeline and an overview of your methodology for completing the engagement by 1/31/21.

II. **Approach to Data Analysis:** Describe the broader context of the issues raised in the Scope of Services, e.g. is there a difference between outcomes and impact, which should be measured and how, what is the proper time horizon for measurement, and other relevant concepts.

III. **References:** Identify three recent clients that we may contact as references. Provide the following information for each reference: name, title, company address, and phone number as well as a summary of the services provided.

IV. **Affirmative Action:** What is your firm's Affirmative Action and Equal Employment Policy and what proportion of your firm's professionals are minorities and women? Please provide demographic information on your staff including numbers by gender, race and ethnicity.

V. **Pending Litigation:** Please disclose any criminal, civil litigation or administrative proceedings involving your firm or its employees during the last five years.

VII. **Potential Conflicts:** Are there any other lines of business conducted by your firm that could conflict with your provision of consulting services to the Authority? Please specify how you would propose to resolve any such conflict.

VIII. **Insurance:** Please identify the firm's professional liability insurance provider and indicate the extent of coverage, including the amount of any deductible or coinsurance amount.

IX. **Compensation:** Please describe your proposed fees for the engagement.



**STATE OF CONNECTICUT**

**NONDISCRIMINATION CERTIFICATION – Representation by Entity**

**For Contracts Valued at Less than \$50,000**

*Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60 and 4a-60a, as amended.*

**INSTRUCTIONS:**

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut, valued at less than \$50,000 for each year of contract. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

**REPRESENTATION OF ENTITY:**

I, \_\_\_\_\_ , \_\_\_\_\_ , of \_\_\_\_\_  
(Authorized Signatory) (Title) (Name of Entity)

an entity duly formed and existing under the laws of \_\_\_\_\_  
(Name of State or Commonwealth)

represent that I am authorized to execute and deliver this representation on behalf of

\_\_\_\_\_ and that \_\_\_\_\_  
(Name of Entity) (Name of Entity)

agrees to comply with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60 and 4a-60a, as amended.

\_\_\_\_\_  
(Authorized Signatory) (Date)

\_\_\_\_\_  
(Printed Name)



### **EXHIBIT C**

(a) CGS Section 4a-60. In accordance with Connecticut General Statutes Section 4a-60, as amended, and to the extent required by Connecticut law, [\_\_\_\_\_] (“CONTRACTOR”) agrees and warrants as follows: (1) in the performance of this Agreement it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability, or physical disability, including, but not limited to, blindness, unless it is shown by CONTRACTOR that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut and further to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, status as a veteran, ancestry, sex, gender identity or expression, intellectual disability, mental disability, or physical disability, including, but not limited to, blindness, unless it is shown by CONTRACTOR that such disability prevents performance of the work involved; (2) in all solicitations or advertisements for employees placed by or on behalf of CONTRACTOR, to state that it is an “affirmative action-equal opportunity employer” in accordance with regulations adopted by the Commission on Human Rights and Opportunities (the “CHRO”); (3) to provide each labor union or representative of workers with which CONTRACTOR has a collective bargaining agreement or other contract or understanding and each vendor with which CONTRACTOR has a contract or understanding, a notice to be provided by the CHRO advising the labor union or workers’ representative of the commitments of CONTRACTOR under Connecticut General Statutes Section 4a-60, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) to comply with each provision of Connecticut General Statutes Sections 4a-60, 46a-68e and 46a-68f and with each regulation or relevant order issued by the CHRO pursuant to Connecticut General Statutes Sections 46a-56, 46a-68e, 46a-68f and 46a-86; (5) to provide the CHRO with such information requested by the CHRO, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of CONTRACTOR as relate to the provisions of Connecticut General Statutes Sections 4a-60 and 46a-56; and (6) to include provisions (1) through (5) of this section in every subcontract or purchase order entered into by CONTRACTOR in order to fulfill any obligation of this

Agreement, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the CHRO and take such action with respect to any such subcontract or purchase order as the CHRO may direct as a means of enforcing such provisions in accordance with Connecticut General Statutes Section 4a-60.

(b) CGS Section 4a-60a. In accordance with Connecticut General Statutes Section 4a-60a, as amended, and to the extent required by Connecticut law, CONTRACTOR agrees and warrants as follows: (1) that in the performance of this Agreement, it will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) to provide each labor union or representative of workers with which CONTRACTOR has a collective bargaining agreement or other contract or understanding and each vendor with which CONTRACTOR has a contract or understanding, a notice to be provided by the CHRO advising the labor union or workers' representative of the commitments of CONTRACTOR under Connecticut General Statutes Section 4a-60a, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) to comply with each provision of Connecticut General Statutes Section 4a-60a and with each regulation or relevant order issued by the CHRO pursuant to Connecticut General Statutes Section 46a-56; (4) to provide the CHRO with such information requested by the CHRO, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of CONTRACTOR which relate to the provisions of Connecticut General Statutes Sections 4a-60a and 46a-56; and (5) to include provisions (1) through (4) of this section in every subcontract or purchase order entered into by CONTRACTOR in order to fulfill any obligation of this Agreement, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the CHRO and take such action with respect to any such subcontract or purchase order as the CHRO may direct as a means of enforcing such provisions in accordance with Connecticut General Statutes Section 4a-60a.

(c) Required Nondiscrimination Submissions. CONTRACTOR agrees and warrants that (1) it has delivered to CHEFA an affidavit signed under penalty of false statement by a chief executive officer, president, chairperson, member, or other corporate officer duly authorized to adopt corporate or company policy in the form attached as Attachment A hereto; (2) if there is a

change in the information contained in the most recently filed affidavit, CONTRACTOR will submit an updated affidavit not later than the earlier of the execution of a new contract with the state or a political subdivision of the state or thirty days after the effective date of such change; and (3) CONTRACTOR will deliver an affidavit to CHEFA annually, not later than fourteen days after the twelve-month anniversary of the most recently filed affidavit, stating that the affidavit on file with CHEFA is current and accurate.