



Agency of Human Services / Department of Corrections
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<https://doc.vermont.gov/content/current-rfps>



SEALED BID

Request For Proposal

Cognitive Behavioral Risk Intervention Services – Northern State Correctional Facility (NSCF)

ISSUE DATE	October 27, 2026
QUESTIONS DUE	October 30, 2026 – 4:30 PM (EST)
RFP RESPONSES DUE BY	November 2, 2026 – 4:30 PM (EST)

Please be advised that all notifications, releases, and addendums associated with this RFP will be posted at:

[Current RFPs | Department of Corrections \(vermont.gov\)](#)
and
[Vermont Business Registry and Bid System - Home](#)

The state will make no attempt to contact interested parties with updated information. It is the responsibility of each bidder to periodically check the above webpage for any and all notifications, releases and addendums associated with this RFP.

STATE CONTACT: Amy Wells-Deslaurier
E-MAIL: Amy.Wells-Deslaurier@vermont.gov

OVERVIEW:

- 1.1. **SCOPE AND BACKGROUND:** Through this Request for Proposal (RFP) the AHS/Department of Corrections (hereinafter the "State") is seeking to establish contracts with one or more companies that can provide licensed Cognitive Behavioral Risk Reduction services to incarcerated individuals assessed with a moderate or high risk of reoffending.

In 2013 – 2014, the Department of Corrections began transitioning its intervention model from an offense-based system to risk based system and offering several curricula within risk reduction services to address areas correlated with the individuals' risk of recidivism. After this initial transition, the model is evolving to increase the clinical capacity to work with incarcerated individuals who have been taught core skills to enhance continued motivation and integration of those skills in managing risk. The model includes vocational and educational support and interventions through the Department's Community High School of Vermont and where available, Vermont Workforce Development.

- 1.2. **CONTRACT PERIOD:** Contracts arising from this RFP will be for a period of 2-years with an option to renew for up to three additional twelve-month periods. The State anticipates the start date for such contract(s) will be December 2026.
- 1.3. **SINGLE POINT OF CONTACT:** All communications concerning this RFP are to be addressed in writing to the State Contact listed on the front page of this RFP. Actual or attempted contact with any other individual from the State concerning this RFP is strictly prohibited and may result in disqualification.
- 1.4. **BIDDERS' CONFERENCE:** A bidders' conference will not be held.
- 1.5. **QUESTION AND ANSWER PERIOD:** Any bidder requiring clarification of any section of this RFP or wishing to comment on any requirement of the RFP must submit specific questions in writing no later than the deadline for question indicated on the first page of this RFP. Questions may be e-mailed to the point of contact on the front page of this RFP. Questions or comments not raised in writing on or before the last day of the question period are thereafter waived. At the close of the question period a copy of all questions or comments and the State's responses will be posted on the State's web site <http://www.bgs.state.vt.us/pca/bids/bids.php> . Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions. All information provided by vendors during this process will be public and bidders shall not provide confidential information, except as described in 4.1 below.
- 1.6. **CHANGES TO THIS RFP:** Any modifications to this RFP will be made in writing by the State through the issuance of an Addendum to this RFP and posted online at <http://www.bgs.state.vt.us/pca/bids/bids.php> . Modifications from any other source are not to be considered.

2. SCOPE OF WORK:

The State created the Risk Intervention Services (RIS) to address public safety and recidivism risk. The State provides risk reduction interventions to incarcerated individuals assessed as having a moderate to high risk of committing additional offenses. RIS employs evidence-based practices related to the Risk-Needs-Responsivity (R-N-R) Model for incarceration services. Contracted interventionists provide services accordingly and are to uphold this model and related services.

After the initial transition, the State model is evolving to increase the clinical capacity to work with incarcerated individuals taught core skills to manage risk and enhance motivation to sustain prosocial change. As the state continues to innovate its services, the interventions covered within this contract may apply to some specialized populations, including but not limited to people with sex offenses, and people with domestic violence offenses.

These services are for risk-reducing group intervention services on-site at Northern State Correctional Facility (NSCF) in Newport, Vermont.

I. Bidder Standards

- a. The Bidder is subject to all applicable State of Vermont rules and policies governing service delivery at State-operated sites.
- b. The Bidder shall complete Americans with Disabilities Act (ADA), **Family Educational Rights and Privacy Act (FERPA)**, and Prison Rape Elimination Act (PREA) training within ninety (90) days of the start of services.
- c. The Bidder will perform scheduled work duties totaling forty (40) hours per week in direct delivery of curriculum, services, and professional development. This requirement includes approximately 10–12 ninety-minute group sessions per week, calculated at 2.5 work hours per session, inclusive of preparation and documentation in FOCUS.
- d. The Bidder will provide services for no fewer than forty-eight (48) weeks per calendar year. Any proposed variation to this requirement must be submitted in writing to the State Contract Manager for prior written approval.
- e. Bidder will collaborate with Contracted Lead Interventionist, State DOC Central and Local staff, and other Interventionists to develop a Professional Development Plan (PDP) to support required competencies for working with the identified population. The Lead will provide feedback to the State and supervisory personnel regarding proficiency and areas in need of improvement. The Lead Interventionist is required to conduct direct observation of the Interventionist services as requested and no less than every 3 months. The Bidder will participate in this process as outlined.

II. Tools and Curricula

- a. The Bidder will deliver a manualized, State-approved curriculum in a group format, in accordance with the State's fidelity standards.
- b. The Bidder may be required to administer screening and assessment tools identified by the State.
- c. The State will provide curriculum materials for implementation.
- d. The State will provide initial curriculum training for new or untrained Bidders. The Bidder, not applicable to individual bidders, is responsible for ensuring training of newly hired staff and must submit a training plan for State approval within ninety (90) days from contract execution.
- e. The Bidder will be compensated for State-mandated training time. The State is not responsible for lodging or meal costs.

III. Team Coordination and Coverage

- a. The Bidder will notify the RIS Coordinator, the Lead Interventionist, and the State Contract Manager immediately when unable to provide a scheduled service. Unscheduled absences must be minimized to promote program consistency and group retention.
- b. The Bidder will adhere to the weekly service schedule established by the State and notify the RIS Coordinator, Lead, and Contract Manager of any planned or unplanned deviations.
- c. The Bidder will participate in RIS meetings as required by the RIS Coordinator and/or Central Office.
- d. As part of the program participation agreement, the Bidder will notify the State of noncompliance with State rules, new illicit activity, or threats to self and/or others. The Bidder

will also notify the RIS Coordinator and State of behaviors that may require development of an Supportive Action Plan (SAP) or similar enhanced service.

- e. The Bidder will participate in enhanced interventions identified within an SAP or similar plan. These interventions are person-centered strategies to address problematic behaviors and are distinct from the curriculum-based interventions covered under this contract. These interventionists are determined by a team, including but not limited to; the RIS Coordinator, State contracted Interventionists, caseworkers, or other designated State staff.
- f. State sites will determine programming times, space availability, and staffing support. RIS programming will not be available or scheduled during State holidays.
- g. A quarterly meeting, at minimum, will be required between the Bidder's designated Point of Contact, the State Contract Manager, and the Interventionist as needed.
- h. The Bidder will document Interventionist supervision dates on monthly invoices, as applicable.

IV. Documentation

- a. The Bidder will document program participation in FOCUS within twenty-four (24) hours of service delivery and maintain audit-ready program files at all times. This includes documenting scheduled groups, attendance, and corresponding group notes.
- b. The Bidder acknowledges that the Lead and/or State staff will conduct ongoing audits. Compliance findings and any corrective action expectations will be provided to the Bidder following each audit.
- c. Audit-ready is defined as a minimum of 90% compliance, including timeliness, clarity, and use of SMART note format.

V. Work Schedule / Worksite / Work Environment

- a. The Bidder will provide services on-site at the Northern State Correctional Facility (NSCF), at times determined by the State.
- b. The State will ensure the Bidder is provided adequate workspace to perform required duties.
- d. The State will provide the selected bidder with the following:
 - i. Office phone for voicemail access.
 - ii. Computer access and partner logins for on-site email, OMS, and FOCUS, a software utilized by the Community High School for documentation.
 - The Bidder may request Incarcerated Individual information as needed, such as criminal charges, court documents, affidavits, and date of birth from the RIS Division Director and/or the Contract Manager.
 - e. The Bidder will have access to FOCUS data, including but not limited to educational records, transcripts, testing scores, learning and accommodations such as 504's.
 - iii. The Bidder will review assessment data for tailoring the curriculum they deliver to each Incarcerated Individual referred for services.
 - iv. Documents will be saved in a secure State-designated location on the network shares.

VI. Use of State Equipment and Systems

- a. The bidder will be required to abide by the following standards under the contract as a result of this RFP:
 - i. Use only State-provided systems, including email, for this work.
 - i i. Use only State-provided equipment or virtual desktop only for this work.
 - i i i. Use State equipment, information and systems only to perform this work.
 - iv. Not disclose access codes or passwords.

- v. Not use passwords, scramblers, or various encryption methods without State approval, access, and control.
- vi. Maintain strict confidentiality of all State Information.
- vii. Not forward, download, share, or print any email, recording, screen shot, or other information to any non-State-provided device or provide such to any party other than authorized State personnel.
- viii. Not attempt unauthorized access to any State system or data.
- ix. Not use any type of file removal/deletion program on any State system or delete any records without assistance and approval of authorized State representatives.
- x. Not send communications that are, or appear to be, sent from another person, or that attempt to mask the sender's identity. This prohibition does not include email sent with the user's permission that clearly presents the sender's identity.
- xi. Not engage in any activity that impairs operation of any State resource.
- xii. Respect intellectual property rights at all times.
- xiii. Not use State equipment or systems for offensive or disruptive purposes, including but not limited to profanity, vulgarity, sexual content, discriminatory content, or character slurs.
- xiv. Notify the State Point of Contact immediately of any lost equipment, or potential compromise of State Information or systems.
- xv. Return all State-provided equipment as directed by the State Point of Contact.
- xvi. Abide by all ADS Security policies.
- xvii. Not invite any AI agents to meetings.
- xviii. Not download any unauthorized programs or external content.

VII. Reporting

- a. The Bidder will report to the RIS Division Director and the State Contract Manager.
- b. The Bidder will participate in fidelity protocol management as defined by the RIS Division Director and/or Contract Manager.
- c. The Bidder will meet with the Contract Manager and provider(s) at least quarterly to discuss performance and attend meetings as requested by the RIS Division Director, Contract Manager, District Manager, or designee.
- d. The Bidder will adhere to clinical guidance as requested by the Chief Clinical Specialist and/or State designee.

VII. Required Training and Professional Development

- a. The Bidder will attend FERPA, PREA, Criminal Justice Information Systems, HIPPA, and ADA training and submit Certificates of Attendance to the State Contract Manager.
- b. The Bidder will participate in the creation of Professional Development Plan (PDP) with the Regional Lead Interventionist. PDPs will align with best practice competencies and will be reviewed by RIS Coordinator, Central Office, or designee. The Bidder shall complete at least two PDP projects annually.
- c. The Bidder will participate in trainings and/or professional development activities as required by the Program Services Director and/or designee.
 - i. Reimbursement for participation pre-approved or training mandated by the State, up to forty (40) hours, is at the State's discretion. The State will not charge registration fees for mandatory State training; however, the Bidder is responsible for their own Continuing Education Unit (CEU) fees.
- d. The Bidder will attend at least fifteen (15) hours of in-person professional development training annually in areas such as clinical practice, criminal justice, intervention, social work, psychology, law, or other related fields. The bidder will request written approval from the

Contract Manager within fourteen (14) days of scheduled training. The Bidder will provide proof of attendance to the Contract Manager no more than five (5) days of completion.

IX. Program Evaluation

- a. The Bidder will participate in program outcome evaluation activities as required by the State.

X. Disputes and Performance Concerns

- a. In the event of a dispute or concern regarding performance, the State may, at its sole discretion, initiate a remediation process, up to and including a written time-sensitive corrective action or remediation plan.

The selected contractor will be required to clear the following checks: Abuse Registry, Criminal History Background Check, Fingerprinting and, if applicable, PREA Questionnaire (additional information below). In some occurrences specific trainings, which correlates to the specified contract services, will be required prior to the contract commencement.

Prison Rape Elimination Act (PREA)

Contractor will comply with the Prison Rape Elimination Act of 2003 (28 C.F.R. Part 115, Docket No. OAG-131, R1N1005-AB34- Dated May 17, 2012), and with all applicable PREA Standards, VTDOC Policies and Directives related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within VTDOC. Contractor acknowledges that, in addition to “self-monitoring requirements” VT State staff will conduct announced or unannounced, compliance monitoring to include “on-site” monitoring. Failure to comply with PREA, including PREA Standards and VTDOC Directives and Policies may result in termination of the contract.

Link to the Final PREA Standards:

[Prisons and Jail Standards | PREA](#)

3. GENERAL REQUIREMENTS:

- 3.1. **PRICING:** Bidders must price the terms of this solicitation at their best pricing. Any and all costs that Bidder wishes the State to consider must be submitted for consideration. If applicable, all equipment pricing is to include F.O.B. delivery to the ordering facility. No request for extra delivery cost will be honored. All equipment shall be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the State.
 - 3.1.1. Prices and/or rates shall remain firm for the initial term of the contract. The pricing policy submitted by Bidder must (i) be clearly structured, accountable, and auditable and (ii) cover the full spectrum of materials and/or services required.
 - 3.1.2. **Cooperative Agreements.** Bidders that have been awarded similar contracts through a competitive bidding process with another state and/or cooperative are welcome to submit the pricing in response to this solicitation.
- 3.2. **STATEMENT OF RIGHTS:** The State shall have the authority to evaluate Responses and select the Bidder(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this RFP. The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Failure of bidder to respond to a request for additional information or clarification could result in rejection of that bidder's proposal. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.

3.2.1. **Best and Final Offer (BAFO).** At any time after submission of Responses and prior to the final selection of Bidder(s) for Contract negotiation or execution, the State may invite Bidder(s) to provide a BAFO. The state reserves the right to request BAFOs from only those Bidders that meet the minimum qualification requirements and/or have not been eliminated from consideration during the evaluation process.

3.2.2. **Presentation.** An in-person or webinar presentation by the Bidder may be required by the State if it will help the State's evaluation process. The State will factor information presented during presentations into the evaluation. Bidders will be responsible for all costs associated with providing the presentation.

3.3. **CONFLICTS OF INTEREST:**

3.3.1. **Organizational Conflict of Interest (OCOI):** An OCOI arises when a bidder as a business entity has interests (for example, customers, partners, contracts) that could undermine, or reasonably be perceived to undermine, its faithful and unbiased performance of a contract with the State that may result from this solicitation.

3.3.2. **Personal Conflict of Interest (PCOI):** A PCOI arises when an interest held by an individual, agent or employee of a bidder could undermine, or reasonably be perceived to undermine, its faithful and unbiased performance of a contract with the State that may result from this solicitation.

3.3.3. **Requirements:** The State does not seek to contract with any individual or business entity having a conflict of interest which cannot be mitigated to the State's satisfaction. To ensure the State's awareness of actual, potential, or reasonably perceived PCOIs and OCOIs, bidders shall:

- a) Prior to submitting a proposal, conduct an internal review of its current affiliations and activities and identify actual, potential, or reasonably perceived PCOIs or OCOIs relative to a contract with the State that may result from this solicitation.
- b) Disclose in your proposal any actual or potential PCOI or OCOI or the existence of any facts that may cause a reasonably prudent person to perceive a PCOI or OCOI with respect to a contract with the State that may result from this solicitation. Disclose, also, any actions proposed to mitigate the PCOI or OCOI.

3.3.4. The State shall have sole discretion to determine whether a PCOI or OCOI can be mitigated to the State's satisfaction and may discuss the conflict with the bidder if and to the extent the State deems discussion necessary to its determination. The State reserves the right to (a) reject from further consideration any proposal having a PCOI or OCIO that cannot be mitigated to the State's full satisfaction and (b) terminate a contract upon discovery that a contractor failed to disclose facts pertaining to a PCOI or OCOI in its proposal, or otherwise misrepresented relevant information to the State.

3.4. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENTS:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), Bidders must comply with the following provisions and requirements.

3.4.1. Self Reporting: For bid amounts exceeding \$250,000.00, Bidder shall complete the appropriate section in the attached Certificate of Compliance for purposes of self-reporting information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers. The State is requiring information on any violations that occurred in the previous 12 months.

3.4.2. Subcontractor Reporting: For bid amounts exceeding \$250,000.00, Bidders are hereby notified that upon award of contract, and prior to contract execution, the State shall be

provided with a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54). This requirement does not apply to subcontractors providing supplies only and no labor to the overall contract or project. This list **MUST** be updated and provided to the State as additional subcontractors are hired. A sample form is available online at <http://bgs.vermont.gov/purchasing-contracting/forms>. **The subcontractor reporting form is not required to be submitted with the bid response.**

3.5. **EXECUTIVE ORDER 05-16: CLIMATE CHANGE CONSIDERATIONS IN STATE PROCUREMENTS:**

For bid amounts exceeding \$25,000.00 Bidders are requested to complete the Climate Change Considerations in State Procurements Certification, which is included in the Certificate of Compliance for this RFP.

After consideration of all relevant factors, a bidder that demonstrates business practices that promote clean energy and address climate change as identified in the Certification, shall be given favorable consideration in the competitive bidding process. Such favorable consideration shall be consistent with and not supersede any preference given to resident bidders of the State and/or products raised or manufactured in the State, as explained in the Method of Award section. But, such favorable consideration shall not be employed if prohibited by law or other relevant authority or agreement.

3.6. **METHOD OF AWARD:** Awards will be made in the best interest of the State. The State may award one or more contracts and reserves the right to make additional awards to other compliant bidders at any time if such award is deemed to be in the best interest of the State. All other considerations being equal, preference will be given first to resident bidders of the state and/or to products raised or manufactured in the state, and then to bidders who have practices that promote clean energy and address climate change, as identified in the applicable Certificate of Compliance.

3.6.1. **Evaluation Criteria:** Consideration shall be given to the Bidder's project approach and methodology, qualifications and experience, ability to provide the services within the defined timeline, cost, and/or success in completing similar projects, as applicable, and to the extent specified below.

3.6.1.1. The State will evaluate proposals based on the following criteria and accompanying point values. Total score achievable for required scope is 50.

Evaluation Factors	Score Value
Vendor is able to deliver curriculum that is provided by the department to incarcerated individuals.	10
Vendor has professional instructor experience.	10
Vendor has experience working with incarcerated population within a facility	10
Vendor provides evidence of consistent work performance.	10
Vendor has familiarity with manualized curriculum.	10

3.7. **CONTRACT NEGOTIATION:** Upon completion of the evaluation process, the State may select one or more bidders with which to negotiate a contract, based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of the State. In the event State is not successful in negotiating a contract with a selected bidder, the State reserves the option of negotiating with another bidder, or to end the proposal process entirely.

- 3.8. **COST OF PREPARATION:** Bidder shall be solely responsible for all expenses incurred in the preparation of a response to this RFP and shall be responsible for all expenses associated with any presentations or demonstrations associated with this request and/or any proposals made.
- 3.9. **CONTRACT TERMS:** The selected bidder(s) will be expected to sign a contract with the State, including the Standard Contract Form and Attachment C as attached to this RFP for reference. If IT Attachment D is included in this RFP, terms may be modified based upon the solution proposed by the Bidder, subject to approval by the Agency of Digital Services.
- 3.9.1. **Business Registration.** To be awarded a contract by the State of Vermont a bidder (except an individual doing business in his/her own name) must be registered with the Vermont Secretary of State's office <https://sos.vermont.gov/corporations/registration/> and must obtain a Contractor's Business Account Number issued by the Vermont Department of Taxes <http://tax.vermont.gov/>.
- 3.9.2. The contract will obligate the bidder to provide the services and/or products identified in its bid, at the prices listed.
- 3.9.3. **Payment Terms.** Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.
- 3.9.4. **Retainage.** In the discretion of the State, a contract resulting from this RFP may provide that the State withhold a percentage of the total amount payable for some or all deliverables, such retainage to be payable upon satisfactory completion and State acceptance in accordance with the terms and conditions of the contract.
- 3.9.5. **Quality.** If applicable, all products provided under a contract with the State will be new and unused, unless otherwise stated. Factory seconds or remanufactured products will not be accepted unless specifically requested by the purchasing agency. All products provided by the contractor must meet all federal, state, and local standards for quality and safety requirements. Products not meeting these standards will be deemed unacceptable and returned to the contractor for credit at no charge to the State.

4. **CONTENT AND FORMAT OF RESPONSES:** The content and format requirements listed below are the minimum requirements for State evaluation. These requirements are not intended to limit the content of a Bidder's proposal. Bidders may include additional information or offer alternative solutions for the State's consideration. However, the State discourages overly lengthy and costly proposals, and Bidders are advised to include only such information in their response as may be relevant to the requirements of this solicitation.

- 4.1. **Unsolicited Bidder-Confidential Information Prohibited.** Bidders are hereby expressly directed not to include any confidential information in their proposal submissions, except as specifically permitted below. By submitting a proposal in response to this RFP, bidders acknowledge and agree to abide by the terms and conditions outlined in this document, including the prohibition on submitting confidential information. This prohibition reduces the burden on the State while preventing bidder-confidential information from entering the public record.
- 4.2. **Disclosure under Public Records Act.** All information received by the State in response to this solicitation will become part of the contract file and subject to public disclosure in accordance with the State's Public Records Act, 1 V.S.A. § 315 et seq. The State may also choose to publicly post responses to this solicitation and the resulting agreement(s), following conclusion of this procurement process.
- 4.3. **Unsolicited Confidential Materials.** This RFP does not solicit bidder confidential information and bidders are expressly prohibited from providing confidential information in response to this RFP. All materials furnished by bidders in response to this RFP, including those

marked as confidential by bidders, are subject to disclosure if requested under the Public Records Act, or public posting.

4.4. **State Not Responsible for Disclosure of Unmarked Bidder-Confidential**

Information. It is the sole responsibility of the bidder to ensure that, other than where specifically directed or permitted by this RFP and accordingly marked as described below, no information that should not be publicly disclosed is included in their proposal materials, including any 1) trade secrets or intellectual property, 2) proprietary financial or business information, 3) personal information, or 4) any other information that should not be disclosed to the public. For example, bidders should avoid including specific details of their proprietary technologies or methodologies that they consider confidential, and any references to previous client engagements should be presented in a manner that does not disclose the client's confidential information.

4.5. The bid should include a Cover Letter and Technical Response and Price Schedule.

4.6. **COVER LETTER:**

4.6.1. **Exceptions to Contract Terms and Conditions.** If a bidder wishes to propose an exception to any terms and conditions set forth in the Standard Contract Form and its attachments, such exceptions must be included in the cover letter to the RFP response. Failure to note exceptions when responding to the RFP will be deemed to be acceptance of the State contract terms and conditions. If exceptions are not noted in the response to this RFP but raised during contract negotiations, the State reserves the right to cancel the negotiation if deemed to be in the best interests of the State. Note that exceptions to contract terms may cause rejection of the proposal, and that the State's non-rejection of a proposal on this basis does not indicate acceptance of the exceptions.

4.7. **TECHNICAL RESPONSE.** In response to this RFP, a bidder shall:

4.7.1. Provide details concerning your form of business organization, company size and resources.

4.7.2. Describe your capabilities and particular experience relevant to the RFP requirements.

4.7.3. If you have experience working with the State of Vermont, identify all current or past State projects. Provide the name of the Vermont department or agency and the project title or a brief description of the work. Do not include references or statements from State of Vermont agencies or employees.

4.7.4. Identify the names of all subcontractors you intend to use, the portions of the work the subcontractors will perform, and address the background and experience of the subcontractor(s), in response to the questions described above in this section.

4.8. **REFERENCES.** Provide the names, addresses, and phone numbers of at least three companies with whom you have transacted similar business in the last 12 months. You must include contact names who can talk knowledgeably about performance. Do not list a State of Vermont agency or employee as a reference.

4.9. **REPORTING REQUIREMENTS:** Provide a sample of any reporting documentation that may be applicable to the Detailed Requirements of this RFP.

4.10. **PRICE SCHEDULE:** Bidders shall submit their pricing information in the Price Schedule attached to the RFP.

4.11. **CERTIFICATE OF COMPLIANCE:** This form must be completed and submitted as part of the response for the proposal to be considered valid.

5. **SUBMISSION INSTRUCTIONS:**

5.1. **CLOSING DATE:** Bids must be received by the State by the due date specified on the front page of this RFP. Late bids will not be considered.

5.1.1. The State may, for cause, issue an addendum to change the date and/or time when bids are due. If a change is made, the State will inform all bidders by posting at the webpage indicated on the front page of this RFP.

5.1.2. There will not be a public bid opening. However, the State will record the name, city and state for any and all bids received by the due date.

5.2. **ELECTRONIC BIDS ONLY:** All bids under this RFP must be submitted electronically in accordance with the submission requirements herein.

5.2.1. Electronic bids will be accepted via email submission to Amy.Wells-Deslaurier@vermont.gov. The subject line of the email submission must reference the Project Title as indicated on the front page of this RFP.

5.2.1.1. Bids must consist of a single email with a single, digitally searchable PDF attachment containing all components of the bid. Multiple emails and/or multiple attachments will not be accepted.

5.2.1.2. There is an attachment size limit of 40 MB. It is the Bidder's responsibility to compress the PDF file containing its bid if necessary in order to meet this size limitation. It is also the Bidder's responsibility to ensure that their own email system can send and receive messages up to this size.

5.2.2. Bids may also be submitted through Vermont's eProcurement System, VTBuys, link to the system can be found:

<https://vtbuys.suppliers.vermont.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage>

6. **BID SUBMISSION CHECKLIST:**

- ✓ Cover Letter
- ✓ Technical Response
- ✓ Redacted Technical Response, if applicable
- ✓ References
- ✓ Price Schedule
- ✓ Signed Certificate of Compliance

7. **ATTACHMENTS:**

7.1. Certificate of Compliance

7.2. Price Schedule

7.3. Worker Classification Compliance Requirement; Subcontractor Reporting Form

7.4. Standard State Contract with its associated attachments, including but not limited to, Attachment C: Standard State Provisions for Contracts and Grants (February 13, 2026)