



JUDICIAL BRANCH

OFFICE OF THE CHIEF COURT ADMINISTRATOR
MATERIALS MANAGEMENT – PURCHASING SERVICES
90 WASHINGTON STREET, 4th FLOOR
HARTFORD, CT 06106
(860) 706-5200 FAX: (860) 706-5099

REQUEST FOR INFORMATION

INSTRUCTIONS

Interested parties shall submit the information requested in this Request for Information (RFI) within the time frame established below. All information received as a result of this RFI shall remain the property of the Judicial Branch of the State of Connecticut.

Issued by (Agency): Judicial Branch - Purchasing Services	Return to the Attention of: Dawn Ashley	RFI Number: 01-2001
Return Proposal via Fax to: (860) 706-5099 or via Email to: dawn.ashley@jud.ct.gov	Attention: Dawn Ashley	Date Issued: 04/16/2021
RFI Opening – Date and Time: Friday, May 14, 2021		Date Required: 05/14/2021
Signed for Agency: <i>Dawn Ashley</i>	Name and Title: Dawn Ashley, Manager	Services Required: N/A

ITEM/CATEGORY:

- Request for Information:**
- Delivery Locations:**

Local Employment Opportunities
Statewide

Company Name _____
An Equal Opportunity/Affirmative Action Employer

REQUEST FOR INFORMATION

1. INTENT

The State of Connecticut Judicial Branch, Court Support Services Division (JBCSSD), invites responses from Connecticut businesses that are willing to and capable of providing subsidized employment opportunities for court-involved juveniles age 15- 17 and/or youth age 18-21.

Respondents to this Request For Information (RFI) will not be prohibited from bidding on any subsequent Request For Proposal (RFP) for employment services.

2. PURPOSE

By submitting a response to this RFI, the respondent is informing the JBCSSD that they are able or will be able to provide employment to court-involved juveniles and youth.

JBCSSD seeks respondents to this RFI to indicate interest in providing subsidized employment to juveniles and youth. JBCSSD seeks this information as a planning tool. Responses to the RFI will not constitute a contract with JBCSSD, and respondents should not expect any guarantees from JBCSSD that they will receive a contract to provide employment for Juvenile Justice Youth. This solicitation is merely for the exchange of preliminary information. It is an exploratory effort that should by no means communicate pre-qualification or commitment of any sort.

Respondents must be aware that the Judicial Branch typically contracts with private providers for multi-year programs with services re-procured every five years. The Judicial Branch requires that all business that employ justice involved individuals be insured. Further, respondents are advised that additional Connecticut based businesses may be identified in the future, and that the list created by this RFI is not exhaustive.

3. BACKGROUND

The Judicial Branch, Court Support Services Division (JBCSSD) provides the criminal and juvenile courts with community-based continuum of care that delivers supervision and services to accused and adjudicated juveniles and adults. The justice system in Connecticut is designed to offer meaningful, effective programs to discourage recidivism and increase protective factors among court-involved populations.

Young people are at a disadvantage when it comes to securing employment because they lack a work history to demonstrate their abilities. Youth involved in the justice system are at a significantly higher disadvantage when it comes to securing employment, because of preconceived notions that potential employers may have about them.

The Probation Officer assigned to the adolescent will carefully select employment candidates, and will remain actively involved, monitoring the employer's satisfaction with the adolescent's work, and problem-solving should problems occur. It is the hope and expectation of the JBCSSD that after a trial period of employment with subsidized wages, the Connecticut business may consider hiring the adolescent for longer-term employment, no longer subsidized by the JBCSSD. In this way, employers have a risk-reduced probationary period with carefully selected employment candidates, and the client gets work experience, structure, and connections with positive adult role models.

4. RESPONDING TO THIS RFI

Interested parties should return their submissions to Dawn Ashley, Purchasing Services via any method below; however, email is preferred.

Email: dawn.ashley@jud.ct.gov
Mail: Purchasing Services
90 Washington Street
Hartford, CT 06106
Fax: (860) 706-5099

5. SCOPE AND BUSINESS INFORMATION

JBCSSD is seeking Connecticut based businesses to employ court-involved juveniles age 15-17 and/or youth age 18-21. The JBCSSD has interest in the following types of employment, though this list is by no means exhaustive:

- Animal Care
- Early Childhood
- Food Services/Culinary
- General Labor including construction, landscaping and manufacturing
- Office work
- Retail/Customer Service
- Trades including carpentry, electrical and plumbing

Selected contractors will be expected to provide on the job training and skill development.

JBCSSD will subsidize salaries at a rate to be determined but not to exceed state minimum wage rates. Part-Time and temporary employment is being sought. Hours of employment should not exceed 10 hours weekly during school year, and 20 hours weekly during school recess periods.

RESPONSE PAGE

Selected contractors must be properly insured and licensed (if applicable) to operate. Respondents to this request should provide the following information below.

- a. **Name of Business:** _____
- b. **Address of Business:** _____
- c. **Type of Business/Industry** _____
- d. **Type of work:** _____
- e. **Estimated number of clients that can be accommodated:** _____
- f. **Anticipated date of job availability:** _____
- g. **What are the minimum number of hours that can be provided?** _____
- h. **Age of clients preferred to hire:** _____
- i. **Can the business provide on the job skill training and development?** _____
- j. **Is the business insured?** _____

If we have questions regarding this information, please provide a contact name, number and email address below.

Name	Phone number	Email
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