

Page # in RFP	Section header/ reference as applicable	Verbiage in RFP you are referencing or for which you have a clarifying question	Question	DPH Response
4	Letter of Intent Due (Not Required): July 14, 2023		Can/will the DPH share with proposers/bidders number and/or names of anticipated bidders/proposers?	Since letters of intent were not required, DPH does not have the number of anticipated bidders.
Pg. 18	Catchment Areas:	It is the responsibility of proposer to demonstrate how transportation will be coordinated, such as using a livery service or coordinated bus, etc. Cost must be considered. Meetings will rotate throughout the state. The proposer must also demonstrate how to distribute stipends to eligible CHPC members.	Will/can the state provide historical information regarding: 1) current and/or previous costs related to providing transportation and, 2) can the state provide any information regarding how stipends have been previously distributed to eligible CHPC members?	<ol style="list-style-type: none"> 1) In 2019, \$6,000 was appropriated for member stipends and transportation reimbursement. From 2020-current, meetings have been held virtually and no transportation funds have. This is expected to change as we return to holding in person meetings. 2) Currently, member stipend expenditures are reported as \$800/month. The stipends are distributed via certified mail. At in person meetings, the stipends are distributed in person.
Pg. 18	Location of Offices / Facilities:	scheduled on a rotating basis throughout Connecticut, with ideal	Will/can the state provide historical information regarding: meeting locations?	<ol style="list-style-type: none"> 1) 2020-current: meetings have been held virtually via Zoom.

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		preference given to Hartford, New Haven, Bridgeport, and New London. These meeting sites are suggestions only. The proposer may include other rotating sites if they identify strategic and cost-effective locations to host meetings that may hold at least 100 attendees.		<p>2) 2017-2020: meetings were held at the Chrysalis Center in Hartford</p> <p>3) Prior to 2017: Meetings alternated location at the Chrysalis Center in Hartford and Immanuel Baptist Church in New Haven.</p>
Pp 36 - 41	TERMS AND CONDITIONS	By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:	The RFP does not explicitly require the inclusion of this agreement/acknowledgement in the bidders/proposers proposal response. We are requesting confirmation that this is not a required attachment in our proposal response.	This language is not required to be included in the proposal. Rather, submission of a proposal is an implicit agreement to the terms outlined in the RFP.
	STATUTORY AND REGULATORY COMPLIANCE	By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but	The RFP does not explicitly require the inclusion of this agreement/acknowledgement in the bidders/proposers proposal response. We are requesting confirmation that this is not a required	This language is not required to be included in the proposal. Rather, submission of a proposal is an implicit agreement to the terms outlined in the RFP.

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		not limited to, the following:	attachment in our proposal response.	
42 - 44	VI. APPLICATION FORMS; COVER SHEET Applicant Information	(pg. 28) A: Cover Sheet The Cover Sheet can be found in Section VI. Forms and must be fully completed.	Will/Can the state make this form available as a “fillable” form to ensure that the proposer/bidder is compliant with following pg. 24: 5. Attachments. Attachments other than the required Appendices or Forms identified in the RFP are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.	A fillable form has not been provided. Applicants should complete the forms to the best of their abilities without altering the original intent of the form.
Pgs 45 - 50	Budget Forms		Can these forms be made available as fillable forms to ensure that the proposer/bidder is compliant with following pg. 24: 5. Attachments. Attachments other than the required Appendices or	A fillable form has not been provided. Applicants should complete the forms to the best of their abilities without altering the original intent of the form.

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			Forms identified in the RFP are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.	
Pg. 51	Workplan	Work Plan (make as many blank pages as needed, may add additional categories):	Are bidders/proposers required to retain this format as currently formatted in portrait not landscape and in current 7 point fonts?	Please refer to page 23 for RFP formatting requirements, including font size. There is no requirement regarding portrait vs landscape orientation. The Work Plan has no page limit.
Pg. 52	Staffing	Profile of staff providing services. Please provide the information requested below.	Are bidders/proposers required to retain this format as currently formatted in portrait not landscape and in current 8 point fonts? Also are bidders/proposers allowed to alter form with inserting borders on lines/rows?	Please refer to page 23 for RFP formatting requirements, including font size. There is no requirement regarding portrait vs landscape orientation. Proposers may adjust the staffing plan in any necessary format, as long as the required information is included.
Page 77	Proposal Content Checklist	Proposal Content Checklist	The Proposal Content Checklist lists 9 items and	All forms found in “Section VI. Application Forms” must be included as attachments, unless

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			<p>that list does not include the following items:</p> <ul style="list-style-type: none"> • from pg. 57 of the RFP: STATE OF CONNECTICUT NONDISCRIMINATION CERTIFICATION — Affidavit By Entity For Contracts Valued at \$50,000 or More • Or the following document from pg. 53 of the RFP: STATE OF CONNECTICUT CONSULTING AGREEMENT AFFIDAVIT <p>Are bidders not required to complete and submit the above referenced documents in their proposal?</p>	<p>another location has been specified in the RFP.</p>
Page 54	WORKFORCE ANALYSIS		<p>The Proposal Content Checklist lists 9 items and that list does not include this item.</p>	<p>All forms found in “Section VI. Application Forms” must be included as attachments, unless another location has been specified in the RFP.</p>

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			Is bidder/proposer not required to complete and include this item with the proposal?	
Page 55	NOTIFICATION TO BIDDERS		<p>The Proposal Content Checklist lists 9 items and that list does not include this item.</p> <p>Is bidder/proposer not required to complete and include this item with the proposal? If required to complete and submit, is this form available in a fillable format for bidders to complete and submit?</p>	<p>All forms found in “Section VI. Application Forms” must be included as attachments, unless another location has been specified in the RFP.</p> <p>A fillable form has not been provided.</p>
Page 75	H: Statement of Assurances	Place after Conflict of Interest-Disclosure Statement. Sign and return in Appendix of proposal.	<p>Are bidders to provide this as a “statement of Assurances” and place after Conflict of Interest statement?</p> <p>Also, given the RFP guidance not to alter forms, etc., what is guidance for how bidders/proposers Sign and return in Appendix of proposal given there is no signature line or date line?</p>	<p>The Conflict of Interest Disclosure is a proposer prepared form on the proposer’s own letterhead. The Statement of Assurances should be signed by the proposer’s authorized signatory and placed after the Conflict of Interest Disclosure.</p>

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0			Will there be a contractor transition plan and period from the current incumbent?	Yes.