



## Frequently Asked Questions:

*ISSUED Tuesday, May 18, 2021 May 18th, 9:00 am*

### **GENERAL QUESTIONS:**

1. It appears there is a 4<sup>th</sup> RFQ but it is not hyperlinked. Is it open? Could we have access to viewing that RFQ?
  - a. The Media RFQ is open only to eligible contract media vendors.
  - b. Contract Media Vendors are those already under contract for Media work with DAS and the State of Connecticut.
2. Will at some point the members of the review committees be posted on the site?
  - a. No. The panel members will not be disclosed. Panel reviews are confidential to maintain the integrity of the bidding or grant process. General feedback on proposals maybe obtained directly from the Department Contact to better inform future proposals if unsuccessful.
3. The RFP has a contact name on the bid board that is different than the contact person listed in the RFP.

Yes, The Department of Ag uses a central business office for support on contracts and bidding. Please refer to the RFP for the contact person for the bidding process. The bid board contact posts the bid but will not answer any questions related to this bid.
4. If an applicant is a non-profit, is the Form 990 to be included as an attachment with the proposal?
  - a. Yes, it should be included with the submission.
5. Do we have to submit a three-year profit and loss statement with the current year with our grant submission?
  - a. The Profit and Loss is not needed at this time. It may be required by the State prior to submission at the State's discretion. By submitting your application or proposal, the respondent agrees to provide it should the State request the documentation.
6. I'm having difficulty submitting forms on the portal, but they are required for submission.
  - a. All forms should be submitted with the RFP by email to the contact listed in the RFP. They should not be uploaded on the portal.

### **DAIRY CONSUMER & NUTRITION EDUCATION Request for Proposal (RFP)**

1. Have there been any amendments yet? The RFP states that any amendments would be available electronically from the Official Contact?
  - a. No amendments have been or will be issued as the question period is closed and no questions warranted issuing an amendment.

- b. The final RFP is posted on the CT Source Bid Board. If this document is different than what was previously listed from other sources, only the Bid Board RFP is the correct version. There were no significant changes in either document before going live on the bid board that would affect submissions or constitute an amendment.
2. In the Consumer Dairy Nutrition Education and Promotion RFP: Section IV; D: Main Proposal Summary (Page 14), where is the section C referenced in the highlighted sentence below?
  - a. In Section VI., Appendix, Section C. This directly references the main grant narrative section of the proposal, which shall be no more than 6 pages.
3. Is the timetable (example located on page 25) to be included in the main grant proposal narrative page limit?
  - a. Yes, timetables should be included in the 6-page limit. The proposal submissions should be clear, concise, and direct in the outcomes the project will achieve including but not limited to events, mailings, materials etc. Successful respondents may use short narration about goals and outcomes to be achieved and utilize pages or sections to list the events, activities in a timeline to achieve those goals. The timelines themselves maybe accompanied with a brief but well-developed justification as to how those activities on the timeline achieve the projects goals.
4. In Section IV; E: Attachments (Page 16) Budget and Financial Profile section, should we submit 2021 information or a previous year? Also - should we include annual Expenses along with the Annual Budget and Revenues?
  - a. Yes, include any relevant financial information that is pertinent to understanding your organization. The items requested are examples of items what could be provided. There is a defined page limit. Information should be concise and in a brief narrative indicating the financial health and strength of the organization. Successful respondents will be transparent, concise, and clear.
5. In the Consumer Dairy Nutrition Education and Promotion RFP: Section IV; E: Attachments (Page 16) Budget and Financial Profile section, what is the Cost Competitiveness narrative?
  - a. *Cost competitiveness* refers to how the organization delivers programs in a cost-effective manner. The budget should be as complete and as detailed as possible with the understanding of deliverables being produced in a cost-effective manner.
6. Regarding confidential business information—where should we indicate this within the proposal narrative (6-pages) only or should we also submit a document listing the confidential information contained in the proposal along with the required explanation?
  - a. If proprietary business information is listed in your proposal this should be indicated in the proposal narrative and in a separate document indicating the items and the explanation of why this information is proprietary. This document should be limited to one page and is subject to the judgement of the FOIA Commission. While your organization may consider the information proprietary, it may not be considered as such to the Commission or to the Department. The proposer's explanation alone may not suffice to the Commission. All information submitted is subject to the Freedom of Information Act rules and requirements and proprietary information is well defined. It is recommended that no proprietary information be submitted.

7. Should the Conflict of Interest – Disclosure Statement be included within the grant narrative (6-pages) or should this be a separate document?
  - a. The Conflict of Interest should be a separate attached document which follows the text provided. The statement should indicate if the respondent organization has any relationship with any staff member of the department, any board member of the CTMPB or any public official in Connecticut.
8. Should we use the template for the statement of assurances on page 24 of Appendix section B?
  - a. Yes, that is the correct form for submission. Please sign and submit with the RFP.
9. The RFP submissions should be emailed to the contact listed in the RFP?
  - a. Yes, it is recommended to email well before the time indicated. Please be careful of your systems requirements as the department will only accept proposals submitted before the time – time stamped docs received after the time will be counted as late.
10. What if my IRS determination letter has a different name or address?
  - a. Nonprofits should submit any relevant documentation that includes their DBA or name change if their paperwork does not match their IRS determination.
11. On page 26 on the RFP checklist, which forms are required to submit with the RFP? Are these also required for CT source registration?
  - a. If CT Source requires forms for registration, those must be submitted directly on CT Source. The Department has no connection to CT Source or to receive those forms. OPM Form 5 and OPM Form 1 must be submitted with the proposal by email.
12. As we are a proposer, do we need to submit the consulting agreement form?
  - a. Yes, please complete the form in total as this is required in the contracting process if the proposal is selected. If the proposer is not selected, the form will be considered null. It is not necessary at this time for the grants offered under other funding opportunities.