

**DPH RFP Log# 2021-0911: Best Practices in LGBTQ Tobacco Control
Questions and Answers**

1. **Question:** The first question is a request for clarification. The Synopsis in the RFP indicates that DPH is seeking applicants to implement and maintain programming to lower the rate of tobacco use *in Connecticut*. Yet in the Program Overview section and elsewhere, the RFP requests the applicant propose a state *or community* program with a specified geographic area, within which to develop and implement a strategic plan. Can an applicant propose to work in a region in the state, which includes multiple municipalities, in order to develop a program that would have value statewide?

Answer: Yes, the applicant can propose to work in a region of Connecticut which includes multiple municipalities, to develop a program that would be useful statewide.

2. **Question:** With regard to the OPM form certifications: the forms at the indicated link (http://www.ct.gov/opm/fin/ethics_forms) appear to have been rescinded. Is there an updated link to new forms that replace the rescinded versions, or may an applicant use those forms currently available through the State Contracting Portal (<https://portal.ct.gov/DAS/CTSource/Registration>), where we have already provided some of the same forms in connection with other solicitations?

Answer: Use Form 1 in place of Form 2 and 4 as instructed on the following webpage: http://www.ct.gov/opm/fin/ethics_forms

Forms 3, 5, 6, and 7 have been rescinded pursuant to Public Act No. 21-76 and representations have been incorporated into resulting contract language.

3. **Question:** Is the Nondiscrimination Certification required or not required?

Answer: The Nondiscrimination form is required of applicants awarded funding during the contract development process. The form is not required for inclusion in the proposal. Please refer to the verbiage on page 32 of the RFP.

4. **Question:** Is there a form for the Letter of Intent, as is sometimes used in Connecticut solicitations, and if so, may a copy of the required form be attached? Or are applicants free to submit their own letter in satisfaction of the requirement?

Answer: There is no template for the letter of intent.

5. **Question:** Would it be possible to obtain a Word version of Section VI of the RFP (Application Forms), to enable us to more easily adapt and complete the forms? In addition, if possible, can you clarify which forms are required by including Word versions of each, whether they are included in Section VI or addressed elsewhere?

Answer: Yes, a Word version will be made available on the website.