

Request For Proposal (RFP) Award Summary

The following form is used to convey the information necessary to post results of the RFP process on the Department of Administrative Services (DAS) Procurement Portal. Posting of RFPs and results is required per Executive Order No. 3 issued by Governor Rell.

After RFP evaluation and when approval has been obtained to issue a contract(s), complete the appropriate form fields as follows:

1. **Date:** Enter the date the form is being completed.
2. **Date of Award:** Enter the date that approval was obtained for selection of awardee(s).
3. **RFP #:** Enter the DPH Log number of the RFP. It is unlikely you will know the resulting contract number and using the RFP number allows bidders to more easily locate results corresponding to their bid. Using the RFP number will also eliminate problems otherwise encountered when multiple contracts result from a single RFP.
4. **Contract Period:** Enter the start and end dates of the contract(s) that will result from the RFP.
5. **Funding:** Enter the full amount of funding that will be awarded by the referenced RFP. In the case of multiple contract awards the individual amounts will be listed as indicated in step number 8 below. This amount may vary slightly from the amount published by the award if it is determined that not all funding will be awarded.
6. **Description of Service:** List an abbreviated summary of the services for which the RFP was issued.
7. **Proposing Applicants:** List, one per line, all applicants that responded to the RFP. Additional lines can be added to the table as needed.
8. **This bid has been awarded to:** List, one per line, the contractor(s) awarded a contract as a result of the RFP. For RFPs that result in a single contract you will only list one contractor. Include the FEIN or SSN of the contractor and on the small lines to the right, list the dollar value of the award for each contract/contractor. The total of all amounts in this category must equal the amount listed in step 5 above.
9. **Payment Terms:** Indicate the payment terms that will be used for the contract, e.g., "Equal quarterly payment amounts upon submission and approval of required deliverables and reports". Note: enter whatever terms are appropriate, the example is for illustrative purposes only.

IMPORTANT

10. Forward the completed form, electronically if possible, to the Chris Stan at: Christopher.Stan@ct.gov for posting to the DAS Procurement Portal. A receipt will be forwarded to the RFP contact, once the document has been posted on the DAS web site.
11. Maintain a printed copy of the RFP Award Summary for your RFP file and submit a copy to CGMS with the contract request(s).



Date: 8/29/18
Date of Award: 8/9/18
RFP #: RFP #2018-30878
Contract Period: 1/1/19-12/30/21
Funding Level: \$495,000 (\$165,000 annually for three years)
Description of Service:

The Connecticut Department of Public Health (DPH) TB, HIV, STD and Viral Hepatitis Program released a RFP for a Connecticut public or private organization to coordinate and facilitate the activities of the Connecticut HIV Planning Consortium (CHPC) a public health planning body initiative.

Proposing Applicant(s):

Cross Sector Consulting LLP

This bid has been awarded to:

<u>FEIN/SSN</u>	<u>Name</u>	
06-0942539	Cross Sector Consulting LLP	\$495,000

Payment Terms:

A one month cash advance will be processed followed by a monthly reimbursement of funds expended during the preceding month, conditioned upon submission and acceptance of appropriate reports by the Department of Public Health

Justification for Sole Source:

The proposal was reviewed by DPH staff and found to meet all minimum technical requirements. The proposer has served as the contractor of the services to be delivered since 2007 and is in good standing with the Department. A sole source contract will guarantee continuity of services to deliver ongoing projects as required by federal funders. The continuation of this current contractor, is needed as DPH and the CHPC, a key stakeholder body that works closely with the contractor, are in the middle of a five year planning process and grant cycle with our federal funder. Therefore, the Department has decided that awarding this contract to Cross Sector will ensure that quality services continue and stated deliverables will be completed in a timely manner.