

Response to Questions on RFP DEEP06242024CM – Posted July 18, 2024

Please note that in response to Question 1, DEEP is extending the deadline for receipt of proposals to 4pm July 31, 2024.

Changes from Q&A dated July 15: All questions received have been answered in these Q&As. Additional related questions and responses were added under Q2, Q8, Q15, and Q18. New Q&As start at Q19. Additions are marked.

Q1: Questions about extending the response deadline

Q1a. Would CT DEEP consider extending the deadline (~1 week) to allow more time after questions are answered to submit? DEEP's responses to questions could dictate significant changes to our proposal. Any additional time more than a six-day turnaround would be greatly appreciated.

Q1b. Can a 2-week extension to the current July 24, 2024 proposal submission deadline be issued to allow sufficient time to update our proposal based on the answers released by CT DEEP for the RFP questions (currently scheduled for July 18, 2024)?

Q1c. Considering responses to questions are expected July 18, 2024, would CT DEEP consider an extension to the proposal submission deadline to July 31, 2024?

A1a,b,c. DEEP will extend the proposal deadline to **4pm July 31, 2024.**

Q2: Questions about the overall estimated budget for Core Services A and B

Q2a. Are you able to share an estimated budget for this project?

Q2b. What is the budget and or total available funding for services for DEEP06242024CM - CT Department of Energy and Environmental Protection?

Q2c. Is there an allocated maximum fee for these services in total or for each core service?

Q2d. Can CT DEEP provide an estimate of the total available budget for Core Services A and Core Services B, respectively?

Q2e. Has DEEP determined a not to exceed budget for Core Services A? If so, what is the not to exceed for Core Services A?

Q2f. Has DEEP determined a not to exceed budget for Core Services B? If so, what is the not to exceed for Core Services B?

Q2g. On page 10, the RFP states: "The proposer is expected to review the total available funding for services and acknowledge that these total budgeted cost estimates align with costs the proposer might reasonably incur over the scope of the grant project cycle. The proposer is expected to provide hourly rate[s] by staff level with estimated annual hours per staff level for all

proposed tasks and technical assistance.” *The RFP indicates CT DEEP received \$3M to prepare the PCAP, CCAP, and Status Report. Since the PCAP was already prepared, what portion of the \$3M CPRG funding is available to perform the Core Services B (CCAP and Status Report) as outlined in the RFP? ... Can CT DEEP provide the budgeted amount for this contract? Is there a specific amount for Core Services B?*

A2a,b,c,d,e,f,g.

The estimated total value for this RFP was up to \$4 million.

The breakdown of the total value for Core Services A and Core Services B is not set, but a reasonable range is \$1M - \$2.5M each for Core Services A and Core Services B.

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Q2h. Is DEEP the sole funder of this work?

- If not, where else may funds come from (e.g., federal funding)?
- If federal funding may be used, please identify any flow-down requirements.

A2h. DEEP is not the sole funder of this work.

The EPA Climate Pollution Reduction Grant will provide funding for activities under Core Services B. See [EPA CPRG Planning Grants Program Guidance for States-Municipalities-Air Agencies 03-01-2023](#) for details on award requirements from EPA.

DEEP reserves the right to use other funding sources for Core Services A, including federal funds. If used, that information will be provided to contracted firms.

Q3: Questions about key milestones, project timeline, and period of performance

Q3a. Can you provide any additional key milestones required under Core Services A and Core Services B as well as the period of performance for this scope of work?

Q3b. Has DEEP determined a period of performance for Core Services A? If so, what is the period of performance?

Q3c. What is the timeframe for the work described in Core Services A: Climate Resilience? When will the contract for this work end?

Q3d. What is the expected timeline for the project, including key milestones and deadlines to administer the CPRG planning grant and GHG reduction strategies?

A3a,b,c,d. As stated in the RFP on pg. 3, “DEEP intends to select qualified consulting firm(s) for an initial project cycle, of up to three years with the option, at DEEP’s discretion, to extend the contract(s) for an additional period. Those firms selected for this engagement will be placed on a preferred list of consultants for not more than 48 months to be considered for assignments, as

needed. Consultants may submit proposals for all such services or any subset of these services.”

For Core Services A, there are no additional milestones or Period of Performance.

For Core Services B, the EPA Climate Pollution Reduction Grant planning grant agreement set deadlines for when the plans supported by the grant are due.

As stated on pg. 7 of 44 of the RFP,

- A Priority Climate Action Plan (PCAP), due March 1, 2024,
- A Comprehensive Climate Action Plan (CCAP), due in August 2025, and
- A Status Report, due at the close of the 4-year grant period (anticipated due date in August 2027)

The consultants selected under this RFP for Core Services B are expected to work with DEEP to complete all elements of the Comprehensive Climate Action Plan and Status Report to meet these deadlines.

Q4: Questions about whether respondents should submit separate proposals for each Core Service

Q4a. This RFP says a separate proposal may be submitted for Core Services A and B but does not specify if separate proposals are required. Can we submit one proposal for both Core Services A and B?

Q4b. If our firm intends to submit under both Core Services, should we submit two separate proposal responses, or can the responses to both Core Services be combined in a single proposal?

Q4c. Please confirm that bidders must submit separate proposals (e.g., that proposals cannot be combined) if bidders wish to submit proposals for both Core Services A and B.

A4a,b,c. We encourage firms submitting proposals for both Core Services A and B to submit a single proposal.

Q5: Questions about the evaluation criteria for this RFP

Q5a. What is the weighting of the evaluation criteria list?

Q5b. Does DEEP have an evaluation rubric that will be used for this RFP? If yes, will DEEP provide? If no, does DEEP intent to create and use one? If yes, will DEEP provide?

Q5c. What is the weighting of the evaluation criteria list?

Q5d. Does DEEP have an evaluation rubric that will be used for this RFP? If yes, will DEEP provide? If no, does DEEP intent to create and use one? If yes, will DEEP provide?

A5a,b,c,d. DEEP is not providing the evaluation rubric or evaluation weighting information for this RFP.

Q6: Questions about Proposal Length

Q6a. Is there a maximum or preferred Workplan (section 4.5) length or total proposal length?

Q6b. Is there a proposal page limit?

A6a,b. The RFP did not include formal page limits, but we strongly request applicants limit their submissions to necessary materials given there is a small staff to review proposals and we expect a robust response. DEEP also strongly requests applicants keep narrative responses to under 10 pages per Core Services (i.e. if a firm is submitting a proposal for Core Services A and B, limit the narrative response to no more than 20 pages, and if a firm is submitting a proposal for Core services A OR B, limit narrative to no more than 10 pages).

Q7: Questions about Submitting Proposals with a Subset of Core Services

Q7a. Services under Core Services A are divided into nine (9) task areas. Is it possible for applicants to submit a proposal for subservices within Core A? For example, would it be allowable to submit a proposal for all but the first 2 bullet items listed on page 8 of the RFP under Core Services A?

Q7b. Can you confirm that respondents for Core Services B are able to respond to a subset of items within the Scope of Services?

Q7c. Are respondents for Core Services B expected to be able to provide services for all sectors or is a subset of sectors acceptable (i.e. providing services, or a subset of services, for commercial and residential buildings but not agricultural)?

Q7d. The RFP states that "Respondents must submit a proposal for at least one of the Core Services listed below (i.e. Core Services A or Core Services B, in their entirety), and may submit a separate proposal for each listed Core Services". Will DEEP consider proposals for Core Services B that cover only a portion of the listed sectors (i.e., industry, buildings, agriculture, ...)?

A7a,b,c,d. As stated in the RFP on page 3, "consultants may submit proposals for all such services or any subset of these services." As such DEEP will accept proposals for all or a subset of services under Core Services A and/or Core Services B.

Q8: Questions about Required Technical Expertise, Special Certification, and Staffing

Q8a. The RFP states "*For Core Services A, prior technical experience with engineering design and development of resilience projects is required.*" Is engineering/design experience required if we intend to only submit for Core Services A, with an application focused primarily on grant management, technical assistance, climate resilience planning, outreach, and funding/financing support?

A8a. No. As stated in the RFP on pg. 5 “Minimum Qualifications of Proposers: To qualify for a contract award for Core Services A, a proposer must have the following minimum qualifications: documented experience conducting, reviewing, designing, and/or engineering climate resilience planning and projects of similar scope and complexity for government entities or public- or private-sector clients, similar to the scope of work outlined in Core Services A.”

Q8b. Are there any specific certifications or accreditations that Proposer need to possess?

A8b. No, but proposals should include relevant certifications or accreditations. As stated on pg. 16 of the RFP, under D.4.1, “Proposals must include a general overview of the organization including its history and prior experiences engaging with relevant key stakeholders. Proposals must also include: 2. A description of any relevant accreditation, certifications, and/or licensure of the organization or any staff contributing to the work outlined in Section II.C – Scope of Services.”

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Q8c. The Staffing Plan section says proposals must include resume(s) for each person identified in furtherance of the Scope of Services. Should respondents provide resumes for all staff (including junior analysts) that may complete work or only key personnel?

Q8d. Are proposers expected to meet all criteria under each core service? Or can specialized expertise and experience be highlighted?

A8c,d. Experience demonstrated in the response must be commensurate with each of the criteria that the firm is submitting their proposal for. Respondents should highlight skills and expertise required to complete Core Services A and B tasks included within their proposal.

Q8e. How does DEEP define key personnel?

A8e. “Key personnel” in the context of the staffing plan pursuant to section 4.3 of the RFP means those personnel who will be instrumental in producing the deliverables requested by DEEP, as determined by the respondent. “Key personnel”, in the context of paragraph 35 of the sample terms and conditions is defined in C.G.S. § 4-250 as “officers, directors, shareholders, members, partners and managerial employees”.

Q8f. Non-Disclosure Agreements have been signed for relevant work conducted in the last 4 years. Acceptable to include technical qualifications without specifying exact reference(s)?

A8. Yes, it is acceptable to include technical qualifications without specifying exact reference(s).

Q9: Grant Writing Services

Q9a. In Core Services A, there is a request to describe the proposers experience with competing for federal climate resilience funds and grants. Does this indicate that the contractor

selected to do this work will be responding to grants from federal agencies or supporting DEEP with writing proposals for federal funding.

Q9b. In Core Services B, there is an action: Prepare applications for federal funding to implement greenhouse gas reduction strategies. Will this be composed of preparing the entire application or providing assistance on what type of grants and funding to go after and providing materials that may assist with the content?

A9a,b. Under Core Services A, the RFP includes the core services of “assist DEEP with developing federal grant applications related to climate resilience, including identifying funding opportunities and evaluation criteria; developing cost benefit analyses using Federal Emergency Management Agency (FEMA) methodologies and other relevant studies required for applications; supporting DEEP with public processes, including but not limited to attending public meetings and reviewing and analyzing written comments submitted, and identifying match funding opportunities from existing programs in Connecticut at the direction of DEEP.

Under Core Services B, the RFP includes the core services of “prepare applications for federal funding to implement greenhouse gas reduction strategies.”

As such, contractors selected for the preferred list may be asked for these core services and those services could include any tasks related to developing or preparing federal grant applications.

Q10: Governor’s Council on Climate Change (GC3) recommendations

Q10a. [Core Services A] The *Taking Action on Climate Change and Building a More Resilient Connecticut for All* Phase 1 report released in 2021 contains over 50 recommended near term actions. Have these been prioritized by DEEP? And are there specific actions that you would like the consultant to focus on for project development/solutions, etc.?

A10a. The recommendations in the 2021 GC3 report were not prioritized. The DEEP Climate Resilience Fund (DCRF) has its own criteria for project development/solutions, which may change depending on DEEP initiatives and priorities. You can review the most recent DCRF criteria here: <https://portal.ct.gov/connecticutclimateaction/executive-order/deep-climate-resilience-fund>.

Q11: Educational and Technical Support Questions for Core Services A

Q11a. [Core Services A] Who would the education and technical support be provided to - would this be focus for DEEP and state employees, external stakeholder groups, both?

A11a. Educational materials and technical support will depend on specific needs, but are expected to include DEEP and state employees, local government staff and elected officials, external stakeholders, and general, non-expert audiences. Topics will include nature-based solutions, living shorelines, and other climate resilience issues.

Q11b. [Core Services A] Does DEEP require creative design services as part of the development of materials, or will DEEP utilize in-house final creative design support?

A11b. DEEP does not require creative design services. As stated in the RFP on pg. 5, “Minimum Qualifications of Proposers. To qualify for a contract award for Core Services A, a proposer must have the following minimum qualifications: documented experience conducting, reviewing, designing, and/or engineering climate resilience planning and projects of similar scope and complexity for government entities or public- or private-sector clients, similar to the scope of work outlined in Core Services A.”

However, creative design and related editorial services can support the services in Core Services A and proposers may include this type of capacity in their response.

Q12: DEEP Climate Resilience Fund program management

Q12a. Can DEEP provide any additional information on the scope for Core Services A, particularly around the anticipated number of grant awards in coming years that will need to be reviewed / managed in addition to the 21 grants / projects already awarded in 2023?

A12a. The legislature has authorized a total of \$75 million for the microgrid and resilience grant and loan program to date. While the number of grant awards will depend on the size of the grants awarded, number of competitive proposals received, etc., the total value of the authorized program means it is likely the microgrid and resilience grant and loan program will continue to have a significant number of grantees per year.

Q13: Core Services B questions

Q13a1. [Core Services B] Was a private consultant engaged for the development of the PCAP submitted to the EPA this past March?

Q13a2. [Core Services B] Other than the CT DEEP staff, who has prepared and completed the Priority Climate Action Plan (PCAP) that was due in March 1, 2024?

A13a1,a2. A contract with *Synapse* was utilized to support PCAP measure development in the buildings sector. DEEP also partnered with the nonprofit organization *Northeast States for Coordinated Air Use Management (NESCAUM)* of which Connecticut is a member to support PCAP development.

Q13b. [Core Services B] The provided services may include “Planning, developing, and implementing programs.” Please describe what program implementation services DEEP seeks.

A13b. On RFP pg. 9 under the list of core services for Core Services B, the RFP includes the core services of “Planning, developing, and implementing programs within DEEP’s purview to assist DEEP with developing targets for greenhouse gas reduction for major sources of emissions.”

The RFP core services B provides one additional example of services related to implementation, which is “prepare applications for federal funding to implement greenhouse gas reduction strategies.”

At a minimum, DEEP is seeking assistance with the development of Quantified GHG Reduction Measures as part of the CCAP. EPA requires ([EPA CPRG Planning Grants Program Guidance for States-Municipalities-Air Agencies 03-01-2023](#) pg. 52-53) that, “A CCAP must include a full suite of implementation measures that have been identified to meet the GHG reduction targets specified elsewhere in the CCAP. The plan must include measures addressing the main GHG emission sectors: industry, electricity generation and/or use, transportation, commercial and residential buildings, industry, agriculture, natural and working lands, and waste and materials management. Similar to the PCAP, for each measure, the CCAP must identify the quantifiable GHG emissions reductions (or enhancement of carbon sinks), key implementing agency or agencies, implementation schedule and milestones, expected geographic location if applicable, milestones for obtaining implementation authority as appropriate, identification of funding sources if relevant, and metrics for tracking progress. It must also include cost information for each measure.”

Proposers may review the Priority Climate Action Plan ([Connecticut Climate Pollution Reduction Grant - Climate Action Plans](#)) for examples of greenhouse gas reduction measures.

Q13c. [Core Services B] Are there previous climate action or green jobs workforce analyses that have been recently completed for the state?

A13c. All climate action plans can be found here: <https://portal.ct.gov/deep/climate-change/climate-change>. The most recent climate action analysis released by the agency is the CPRG Priority Climate Action Plan.

There are no recent green jobs workforce analyses completed for the state.

Q13d. The provided services may include “a review of authority to implement GHG reduction strategies included in the CCAP.” Please clarify if DEEP seeks legal services as part of this review.

A13d. No, DEEP is not seeking legal services.

Q13e. For Scope B: UMass Amherst has been providing GHG Emissions calculations and reduction modeling for MSA CAPs (SCRCOG, CRCOG, MetroCOG, etc.), but they are not mentioned in this RFP. Will UMass Amherst be involved? If not, who completed the GHG Emissions calculations for the PCAP and how will that information be provided to the consultant selected for this Scope?

A13e. UMass Amherst did not support the State Priority Climate Action Plan (PCAP). There were separate EPA CPRG planning grants awarded to MSAs in the state, which were led by councils of governments in Connecticut. Questions about the EPA grants for the MSAs should be directed to those entities.

The State PCAP emissions calculations were conducted by DEEP staff with additional support from Synapse and a partnership with the nonprofit organization Northeast States for Coordinated Air Use Management (NESCAUM) of which Connecticut is a member.

DEEP will provide information to the consultant(s) selected for this Scope. As stated in the RFP on page 11 under DEEP Agency Role Core Services B, DEEP will, “Facilitate access to pertinent datasets and other information relevant to appropriately conduct quantitative and qualitative analyses of greenhouse gas reductions strategies.”

Q14: Core Services B Stakeholder Engagement and Outreach

Q14a. [Core Services B] It is understood that in-person engagement will be needed for outreach and engagement. Does DEEP expect in-person coordination from the consulting team beyond this or could regular project meetings be across virtual platforms?

A14a. DEEP will not necessarily require in-person coordination from the consulting team. Regular project meetings can be across virtual platforms.

Q14b. Can DEEP elaborate on expectations of stakeholder engagement to solicit feedback on CCAP strategies?

A14b. Proposers may review the Priority Climate Action Plan ([Connecticut Climate Pollution Reduction Grant - Climate Action Plans](#)) for examples of the types and level of engagement that was performed during the development of that plan and in previous climate plans, including the Governor’s Council on Climate Change and its working groups, which were active in 2020 and in a similar GHG analysis process to the CCAP that was done in 2018 on how Connecticut could meet a 45% reduction by 2030 target.

In brief, stakeholder engagement will include a mix of online resources including emails, webpages, and social media; presentations and meetings with stakeholder groups including Governor’s Council on Climate Change working groups and the Connecticut Equity and Environmental Justice Advisory Council (CEEJAC); and other engagement tools such as surveys.

Q14c. [Core Services B] Can the proposal assume that DEEP will provide a key role supporting and connecting the team to stakeholders from other CT government agencies for the review of authority to implement GHG strategies?

A14c. Yes, the proposal can assume that DEEP will provide a key role supporting and connecting the team to stakeholders from other CT government agencies for the review of authority to implement GHG strategies as necessary.

As stated in the RFP on page 11 of 44 under DEEP Agency Role Core Services B, DEEP will, “Facilitate access to pertinent datasets and other information relevant to appropriately conduct quantitative and qualitative analyses of greenhouse gas reductions strategies.”

Q15: General Bidding Questions

Q15a. Would DEEP please confirm that the selected contractor will be categorized as a contractor for the procurement of goods and services as defined under the Uniform Guidance (see 2 CFR § 200.331 Subrecipient and contractor determinations, specifically: (b)(1)-(5))?

A15a. Yes, DEEP will categorize the selected firm as a contractor, rather than a subrecipient, pursuant to the guidelines contained in 2 CFR §200.331.

Q15b. This solicitation mentions that proposers must be registered with the state of CT contracting portal. Does registration have to be completed by the solicitation deadline, or can registration be in pending status at the submission deadline?

A15b. Yes, registration must be completed by the solicitation deadline.

Q15c. Under Section E: Attachments on page 18, please can you more clearly define violations? And what is the intended time horizon to be used for the related history?

A15c. DEEP requires five years' worth of regulatory enforcement actions, penalties, notices or violation or other disciplinary action taken by a state or federal agency, for any conduct of the proposer.

Q15d. To support the demonstration of financial stability, can we submit annual financial reports as an attachment? Or can we provide a direct link an online version of the relevant documentation?

A15d. Either method is sufficient. Please refer to question 6 for page count limit requests.

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Q15e. A "Section IV.D" is referenced on page 8 of the RFP, but a Section IV.D does not appear to be included in the RFP. Can you please clarify which section is being referenced?

A15e. Section IV.D. refers to IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS and part D. Main Proposal.

Q15f. Can you please confirm whether the prime contractor/firm must be based in the US, or if it's sufficient to have an employee based there, if the firm is registered to do business in CT?

A15f. Foreign firms that are registered to do business in the state with the Connecticut Secretary of State's office as a foreign entity are eligible to respond to this RFP.

Q15g. We did not see a way to indicate our interest in submitting a response to the RFP on the State Contracting Portal. Is there a way for our company's administrator to register on the State Contracting Portal for automatically receiving addenda issue for this RFP?

A15g. For this RFP, the best way to receive updates is to contact the official contact, Katrina Vallett at DEEP.energybureau@ct.gov to be added to a list with updates about this RFP. You may request to be added to the DEEP Energy Bureau list for all energy-related updates as well.

In general, for CT Source, you may select the UNSPSC (United Nations Standard Products and Services Codes) commodity and service code(s) which best apply to your organization's business. The UNSPSC selection will subscribe which solicitation notifications will be sent to the Main contact email. [ctsource-supplier-registration-portal-user-guide-final.pdf](#)

Q16: Questions about Contracting Terms and Negotiation

Q16a. Appendix A PSA Scope of Work, pages A-1 -A-3: Will Appendix A be completed by the Consultant and CT DEEP for each individual project or for the contract period?

A16a. DEEP will develop Appendix A for the contract period. Specific tasks and projects will be developed separately based on Appendix A and payment will be through purchase order.

Q16b. Are there any terms and conditions that Proposer need to agree to if their proposal is accepted?

A16b. Please see the sample terms and conditions in Appendix C of the RFP.

Q16c. May the Consultant request changes to the proposed contract terms and conditions during the contract negotiation period?

Q16d. Can the consultant provide proposed redlines to the standard terms and conditions in the RFP including the indemnification clause?

Q16e. Will respondents have an opportunity to request edits to the standard contract provisions/sample agreement? If so, should respondents submit requested edits during the proposal phase or only upon award?

A16c,d,e. The standard terms are required for every state contract and not subject to further edits by request of a respondent. Standard terms stand unless determined by DEEP and the Attorney General's office as not applicable. Please be advised that the Personal Service Agreement in Appendix C is a sample that may be revised by DEEP to accommodate federal requirements.

Q17. Questions on forming teams of consultants

Q17a. Can firms team on this submission to provide the full range of proposed services, or should each firm submit individually so that CTDEEP can select individual firms rather than teams of firms?

Q17b. If teaming is allowed, could a consultant be a prime or lead consultant on a team for one set of Core Services (for example, Core Services A) and also be a subconsultant on another team for the same Core Services or the other set of Core Services?

Q17c. Can a prime submit a team that includes subcontractors under this RFP?

Q17d. Do all subcontractors need to be included at this stage of the submission? Or, may the Prime add subcontractors as needed, with DEEP's approval on an assignment basis?

A17a,b,c,d. DEEP encourages consultants to team with other consultants prior to submitting to the RFP to best present themselves in a competitive manner as capable of providing the widest range of proposed services.

The RFP provides consultants with the flexibility, however, to either submit as a prime consultant with a team of subconsultants, or to bring subconsultants under contract later as assignments arise.

In the event the firm chooses to bring on subconsultants after they are under contract with DEEP, that firm shall ensure that 1) DEEP is charged for those subconsultants' work at rates that are equal to those in the agreement between DEEP and the firm and 2) the firm solicits the assistance from subconsultants in the future pursuant to Paragraph 24 of sample terms and conditions or any similar federally mandated selection processes required in the final agreement between DEEP and the consultant. Additionally, any consultant shall require subconsultant to agree to contractual terms and conditions as stated in the agreement between DEEP and the firm.

Q18. Questions on number of contracts/competing for tasks/Declining assignments response/on-call

Q18a. Can DEEP confirm that being selected under this RFP will result in master agreement between DEEP and the selected firm(s), and that bidders awarded a master will then apply for individual projects under that master? If yes, please confirm when that master agreement will likely begin and end.

Q18b. Can CT DEEP confirm the intent of the solicitation is to secure a Master Services Agreement from which specific task orders will be issued?

Q18c. Would DEEP please confirm that it anticipates awarding a Time and Materials (T&M) Indefinite Delivery, Indefinite Quantity (IDIQ) contract for on-call services?

Q18d. The work outlined for Core Services A includes a range of support roles, including grant management and support, technical assistance, general climate support, etc. Does DEEP envision a workplan is established at the beginning of the contract and that is followed for this work or will the work be conducted on more of an as needed basis?

Q18e. How many firms are expected to be included on the list for each set of core services?

Q18f. If multiple consultants are selected for each Core Services area, will they need to compete with other selected consultants for individual assignments?

Q18g. Do we have the option to pass on/have the right to refuse task orders at our discretion to avoid potential or perceived conflicts?

Q18h. Since the RFP says multiple consultants will be selected under each of the Core Services, will the services provided be on-call?

Q18i. Do selected consultants under Core Services A have the ability to decline assignments?

A18a-i.

As further explained in the RFP on pg. 2 and 3 under RFP Purpose, “DEEP will use the responses to this RFP to select consultant(s) for a preferred list. As assignments come up, the specific scope items and desired budget for the engagement, utilizing the hourly rates submitted in response to this RFP, will be discussed with the firm(s) under consideration. If the selected firm is not able to assemble a team to DEEP’s satisfaction, has a potential conflict of interest, or is unable to perform the assignment for any reason, or does not, in DEEP’s sole judgment, offer an acceptable price or terms, another consulting firm may be selected from the preferred list. Acceptance onto the preferred list does not guarantee selection for any given assignment.”

DEEP anticipates selecting up to three (3) consultants for the preferred list per Core Service.

There will be a **Personal Service Agreement (PSA)** with each of the consultants selected for the preferred list. The PSA will detail the list of services that may be provided while under contract with DEEP and subject to agency need and funding availability.

For specific tasks DEEP will request quotes from the preferred list of consultants for the applicable Core Service A or B. Based on the quote, DEEP will evaluate the level of interest and total cost for services and move ahead. All consultants on the preferred list will have the opportunity to respond to the request for services based on qualifications and total cost. Consultants can determine whether they will want to bid for a specific task and will have the ability to decline if they are selected.

Q18j. The RFP states that “Respondents must submit a proposal for at least one of the Core Services listed below (i.e. Core Services A or Core Services B, in their entirety), and may submit a separate proposal for each listed Core Services”. Will DEEP consider proposals for Core Services B that cover only a portion of the listed sectors (i.e., industry, buildings, agriculture, ...)?

A18j. Yes, DEEP will consider proposals for Core Services A or B that cover only a portion of the listed sectors. However, as stated in responses to **Question 17**, firms are encouraged to form teams to respond to Core Services A and/or Core Services B. DEEP expects to select no more than three (3) proposals from consultants in response to this RFP, including consultant team proposals. Proposals that can address all Core Services tasks may be more competitive. DEEP recognizes the diversity of sectors covered under Core Services B, which is why we are encouraging the formation of consulting teams that will have the skills necessary.

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Q18k. How will the contract be awarded? If a company submits two separate proposals, will two contracts be issued?

A18k. If a firm submits a proposal for both core services and it is selected, a single contract will be issued. As stated in A4a,b,c, we recommend firms submitting proposals for both core services to submit a single proposal.

Added July 18, 2024

Q19 MBE/WBE Set Aside Requirements

Q19a. RFP PDF Page 35, Appendix C Sample PSA, clause 25 Set Aside states that “[u]nless otherwise specified by the invitation to bid, general contractors intending to subcontract any portion of work under this subcontract shall subcontract 25% of the total contract value to small contractors certified by the Department of Administrative Services (DAS) and are further required to subcontract 25% of that 25% to minority and women small contractors certified as minority business enterprises by DAS.” Given that the Statement of Work for this RFP is fairly general and also considering that the anticipated period of performance may run for up to 48 months, would DEEP consider explicitly stating that the Set Aside requirement will not apply to the awarded contract?

Q19b. In the contract example shown in the RFP (page 35), an MWDB business set aside of 25% is listed. Can you confirm that the 25% participation goal for minority-, small, and women-owned business applies to this opportunity?

A19a,b. The MWDB set aside requirement applies for Core Services A. The terms of paragraph 25 of the sample contract in Attachment B controls the set aside requirements for small contractors and minority and women small contractors as certified as minority business enterprises by the Department of Administrative Services. The definition of these entities is contained in Conn. Gen. Stat. 4a-60g. For a directory of such enterprises, please visit <https://biznet.ct.gov/SDSearch/SDSearch.aspx>. In the event that firms are not able to meet this requirement, they should be prepared to provide DEEP or PURA documentation of their good faith efforts to subcontract with these enterprises.

For Core Services B, equivalent federal requirements will apply to the services.

Added July 18, 2024

Q20 Conflicts of Interest

Q20a. Would provision of either Core Services A or Core Services B services preclude a selected consultant from bidding on any of the work awarded through the DCRF program or other CTDEEP energy or resilience grant programs?

Q20b. Does the award of either Core Services conflict our firm out of downstream work if our firm supported development of a successful grant application?

Q20c. For Scope A: Does being selected for Scope A preclude us from working on projects funded by DEEP?

Q20d. For Core Services A, would our firm be conflicted from bidding/working on any projects funded by the grant program(s) that we would be providing grant management support services for?

Q20e. Is it correct to say that the respondents' scope to manage the grants program would preclude them from receiving or submitting on grants?

Q20f. Would the respondent's scope to manage the grants program preclude them from working on grant-funded projects for communities and/or supporting grant development for communities who want to apply for the project? Or, is it possible to abstain from reviewing those submissions?

Q20g. Can DEEP provide some insight into how conflicts of interest between state and local work will be handled when assigning work?

A20a,b,c,d,e,f,g. Serving as a consultant for Core Services A or B will not, in and of itself, preclude that consultant from performing services on future projects funded through the DCRF or CPRG. DEEP will manage conflicts of interest as they arise through required disclosures from contracted consultants.

There may be conflicts that arise if a consultant is awarded a contract for Core Services A and that same consultant is contracted to or is interested in working for the awardees of the program on the implementation of their funded plan or project. For example, a consultant that is tasked with monitoring grant recipients' progress in implementing planning activities and project development will be conflicted if that consultant is working with a recipient. With regard to Core Services A, consultants that may respond to this RFP may also serve as consultants for municipalities that may submit applications for the DEEP Climate Resilience Fund as follows:

- Consultants will not perform any grant management activities on contracts that they also are contracted to work on for the grantee.
- Consultants may not perform any grant management activities on contracts for which they supported the application development. Specific determinations will be made during ongoing disclosures between contracted firms and DEEP.
- Consultants will not conduct any activities related to the monitoring for which the consultant supported the application development or are contracted to work on for the grantee.
- All consultants may be tasked with developing outreach materials such as fact sheets and webinar development, and supporting outreach efforts and scheduling.

DEEP expects to select multiple consultants to assist with the tasks listed in Core A services. DEEP will manage such future potential conflicts of interests through required disclosures by the applicants and an internal separation of duties and/or a separation of projects by consultants as necessary.

Serving as a consultant for Core Services B will not, in and of itself, preclude that consultant from performing services on any future projects that may be identified in the recommendations

in Climate Action Plans or from helping local clients to submit grant applications under the Climate Resilience Fund and the other grants programs being stood up.

Q20h. If working for the state would preclude a consultant from working with municipalities on grant-funded projects, can the respondent apply for Engineering and Research and Technology Based Services and Feasibility Studies or screening project ideas only and not the grant management tasks?

A20h. Consultants are not necessarily precluded from working with municipalities on grant-funded projects. See **A20a,b,c,d,e,f,g.** for how DEEP will handle potential conflicts of interest. See **A7a,b,c,d** for DEEP's response to questions about applying for a subset of activities.

Q20i. RFP PDF Page 15, Section IV, subsection E Attachments includes the Conflict of Interest Disclosure Statement and Statement of Assurances, however, these components also appear as sections G and H of the submission outline. Would DEEP please confirm that the Conflict of Interest Disclosure Statement and the Statement of Assurances should be included as sections G and H, respectively, and not as subsections d and e of the Attachments section?

DEEP will accept these required materials via either method.

Added July 18, 2024

Q21 Budget and Workplan questions

Q21a. Can we submit a fee table in lieu of a work plan with cost estimates given that this is for an on-call and there aren't specific items to price?

Q21b. Since some of the task are broad and it would be difficult to determine one generic scope and fee, can the budget narrative indicate that each budget will be developed according to the scope and schedule specific to a particular project assignment, similar to how a scope and fee are determined for individual projects under other state agency on-call contracts?

Q21c. Item 4.7 Cost Competitiveness and Budget Narrative item indicates "Proposals must include a budget narrative and a detailed budget, including *annual hours anticipated* and associated hourly rates, to accomplish all tasks outlined in the scope of services. Proposer must acknowledge that these total budgeted cost estimates align with costs the proposer might reasonably incur over the scope of the contract." Page 3 indicates "Acceptance onto the preferred list does not guarantee selection for any given assignment. Funding for all awards and future annual budget periods after the initial project cycle is contingent upon availability of funds." We are unable to predict the number grant projects per year over the next 3 years that will be requested by CT DEEP for services or estimate how many projects we may decline due to a conflict of interest. The term of the contract is indicated on page 3 as "for an initial project cycle, of up to three years with the option, at DEEP's discretion, to extend the contract(s) for an additional period." In consideration that CT DEEP cannot predict the amount of funding over this period, can this RFP requirement be removed and replaced with the QBS method for selecting consultants as identified in the previous question?

Q21d. The RFP, in section 4.7 Cost Competitiveness and Budget Narrative, “Proposals must include a budget narrative and a detailed budget, including annual hours anticipated and associated hourly rates, to accomplish all tasks outlined in the scope of services. Proposer must acknowledge that these total budgeted cost estimates align *with costs the proposer might reasonably incur over the scope of the contract.*” Since it is anticipated that the specific scope items and desired budget for the engagement will be discussed with the firm(s) under consideration as assignments come up, would providing an hourly rate table in this section satisfy the RFP?

Q21e. A portion of the services have undefined scopes which appear to be at DEEP’s discretion/direction make providing a budget challenging. Are respondents expected to provide a budget for an assumed scope of work defined in the Work Plan?

Q21f. Without a formalized scope for Core Services A, it will be difficult to estimate annual staff hours per staff level for all proposed tasks. Would DEEP please clarify this submission requirement?

Q21g. Should bidders provide specific budget estimates for each of the core services listed under Core Services B?

Q21h. The RFP asks for a detailed work plan. However, page 3 of the RFP says that “[a]s assignments come up, the specific scope items and desired budget for the engagement, utilizing the hourly rates submitted in the response to this RFP, will be discussed with the firm(s) under consideration”. What level of detail is CT DEEP looking for in work plans in response to this RFP?

Q21i. Similarly, should bidders provide a detailed budget? Pages 3 and 4 indicate that successful bidders will submit work plans and budgets for future assignments; however, page 17 notes the workplan must include cost estimates for each of the individual items listed in the Core Service(s), and page 18 notes that bidders should provide a budget narrative and detailed budget as part of their response to this RFP. If this will be a master agreement, should bidders submit hourly rates only? If bidders must provide budgets, what detail does DEEP seek (e.g., for the entire period of the award, per year, by service, etc.)?

Q21j. RFP PDF Page 5 Minimum Qualifications of Proposers seeks “the firm’s and all proposed project employees’ hourly rates” while RFP PDF Page 10 states that “the proposer is expected to provide hourly rate[s] by staff level with estimated annual hours per staff level for all proposed tasks and technical assistance.” Given the three-year period of performance of the proposed award with an optional 12-month period, staff are likely to progress between categories over time. Would DEEP please confirm that Bidders may provide labor category rates for their response to Minimum Qualifications and estimated annual hours per labor category title to satisfy the Budget requirements?

Q21k. Core Services B has a prescribed work plan in conjunction with EPA requirements. However, Core Services A’s description of work to be performed is open ended. Should the submission provide proposed tasks with limitations and assumptions in relation to the fee proposed?

A21a,b,c,d,e,f,g,h,i,j,k. In response to the questions above, DEEP revised the budget and workplan requirements as shown below and labeled tasks under each of the Core Services A and B. Proposers should follow these revised requirements.

Budget. A budget table with tasks, staff levels conducting each task, hourly rates for those staff, and a total budget for each task are sufficient for budgeting. DEEP has removed the requirement to provide the number of hours for each staff level by task. However, DEEP must have an estimated budget for each task under each Core Service to evaluate which firms to select for the preferred list personal service agreement. See response A18a-i for more information about the preferred list personal service agreement and pg. 4 of the RFP “Contract Award and Assignments under this Agreement.”

Workplan. An acceptable level of detail for the workplan is to list the core services tasks to be provided by the consultants, a brief description of how that core service will be provided, including each staff title conducting the core services tasks, and the staff titles associated hourly rates.

See relevant sections of the revised RFP below:

Pg. 8

C. SCOPE OF SERVICE DESCRIPTION

1. The selected respondent(s) will be responsible for providing technical assistance at the direction of DEEP in one or more of the Core Services tasks listed below. Respondents must submit a proposal for tasks for at least one of the Core Services listed below (i.e. Core Services A or Core Services B, ~~in their entirety~~), and may submit one combined or a separate proposal for each listed Core Services, as described in Section IV.D below.

Pg. 10

Budget Expectations

The proposer is expected to review the total available funding for services and acknowledge that these total budgeted cost estimates align with costs the proposer might reasonably incur over the scope of the grant project cycle.

The proposer is expected to provide a budget table with hourly rate[s] by staff level and an estimated total budget by task.~~with estimated annual hours per staff level for all proposed tasks and technical assistance.~~

Pg.14

4. **Evaluation Criteria.** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to

evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals.

- Organization Profile
- Organization Qualifications
- Staffing Plan
- Data and Technology
- Work Plan
- Financial Profile
- Cost Competitiveness and Budget ~~Table~~Narrative

Pg. 17

4.3 Staffing Plan

Proposals must include a list of key personnel who will be involved in completing the Scope of Services and a personnel organizational chart with titles and task responsibilities. Please label the tasks by their corresponding number (A1, A2, etc.). Proposals must include the resume(s) for each person identified in furtherance of the Scope of Services. Each resume must include the task~~area~~(s) in which the proposer proposes to perform for each person. Resumes must include relevant professional experience and pertinent educational backgrounds. The names of the persons who will perform the major portion of the engagement's duties shall be specified in the proposal. Such individuals shall be available for an interview with DEEP, if called upon, subsequent to DEEP's review of the proposal.

pg. 17-18

4.5 Workplan

Proposals must include a detailed workplan that is responsive to requirements listed in Section II.C – Scope of Services. The workplan must include all Core Services tasks that may be provided by the consultant and its member staff, a brief description of how the consultant will provide those Core Services tasks, including each staff title conducting the Core Services tasks, and itemized estimates of costs and fees for each of the individual items listed in the Core Service(s) listed in Section II.C, including a breakdown of estimated hours to complete the task, hourly rates associated with each job-staff title conducting the core services taskswork, and total charge for completing each individual item. The workplan may include multiple estimates based on various levels of proposer engagement.

pg. 18

4.7 Cost Competitiveness and Budget ~~Table~~Narrative

Proposals must include a budget ~~table (see below)narrative and a detailed budget, including annual hours anticipated and with the staff titles and~~ associated hourly rates associated with each of the Consultant's personnel, to accomplish all tasks outlined in the scope of services. Proposers must provide an estimated total budget for each task in the scope of services they propose to perform. DEEP realizes that these are merely to provide an estimate of the total budget by task and may not be

exact. Proposer must acknowledge that these total budgeted cost estimates align with costs the proposer might reasonably incur over the scope of the contract.

Example Core Services A Budget Table

Core Services Task	Personnel Name and/or Staff Title	Hourly Rate*	Estimated Total Budget by Task
A1	Ms. Smith, Environmental Analyst 1	\$XX/hr	\$XX.00
	Mr. Smith Director	\$XX/hr	
	Mrs. Smith Asst. Director	\$XX/hr	
TOTAL			Estimated Total Core Services A Budgeted Cost

* Hourly rate should include fringe.

Example Core Services B Budget Table

Core Services Task	Personnel Name and/or Staff Title	Hourly Rate*	Estimated Total Budget by Task
B1	Ms. Smith, Environmental Analyst 1	\$XX/hr	\$XX.00
	Mr. Smith Director	\$XX/hr	
	Mrs. Smith Asst. Director	\$XX/hr	
TOTAL			Estimated Total Core Services B Budgeted Cost

* Hourly rate should include fringe.

Q211. Regarding page 10, Budget Expectations, Item 4 Evaluation Criteria page 14, and item 4.5 Work Plan page 17: The June 14, 2023 press release on the CT DEEP CRF grant recipients in the inaugural round of funding indicated 8 Resilience Planning Grants and 13 Resilience Project Development Grants to 18 different recipients, with a wide variety of project scope of work and grant funding amounts ranging from \$250,000 to \$669,000, and with only brief descriptions of the individual projects. Given the high degree of variation and uncertainty in the scope and extent of the projects funded to date, providing either a “total budgeted cost estimate” or a project consulting fee complying with item 4.5 Work Plan with “ itemized estimates of costs and fees for each of the individual items listed in the Core Service(s) listed in Section II.C, including a breakdown of estimated hours to complete the task, hourly rates associated with each job title conducting the work, and total charge for completing each individual item. *The workplan may include multiple estimates based on various levels of*

proposer engagement” in response to this RFP will be highly variable and unreliable for comparing or selecting qualified consultants.

- a. Can these RFP budget and work plan requirements be removed and changed to allow a Qualifications Based Selection (see benefits to States using QBS at <https://program.acec.org/qbs-resources-portal>) for professional services with an hourly labor fee schedule for the staff identified in item 4.3 staffing plan ?

A211a. See the revised RFP requirements for the Budget Expectations and Workplan.

- b. Can these items be removed from item 4 Evaluation Criteria? A work plan can be developed by the consulting firm and negotiated when CT DEEP requests the consultant to propose on a specific project with a grant recipient that the firm does not have a conflict of interest with.

A211b. No, DEEP will not remove the Workplan and Cost Competitiveness and Budget Table, as revised in the RFP, from the Evaluation Criteria. DEEP has revised the workplan and budget requirements to be more in line with the preferred list approach of the RFP and will evaluate consultants for selection for the preferred lists based on their responses.

Please note that a work plan and budget for specific assignments will be required to be negotiated with DEEP if a consultant is selected for such assignments under the preferred list. As described in the RFP on pg. 4:

Assignments under this Agreement

In response to DEEP’s request for consulting services, a successful applicant may promptly submit to DEEP for evaluation and approval a detailed projected plan and budget for the assignment containing but not limited to a brief statement of the case or matter, a description of the nature and scope of the various phases of the services expected to be performed as prescribed by DEEP, an estimate of the time required to successfully complete the assignment, and an estimate of the cost of the work broken down into various phases of the services and/or deliverables expected to be performed. Pursuant to the submittal(s) being evaluated, consultants may be selected for the engagement if their submittal is approved by DEEP or if they agree to modifications to the submittal recommended by DEEP. In its discretion DEEP may require revisions, supplements and modifications to the plan and budget from time to time. The specific selected firm will not be compensated for the preparation, amendment or modification of the plan and budget. Firms must be prepared to commit sufficient personnel, time, and effort to meet the timetable mutually agreed to between DEEP and the selected consultant.

Q21m. The RFP, in section 4.5 Work Plan, “requests itemized estimates of costs and fees for each of the individual items listed in the Core Service(s) listed in Section II.C, including a breakdown of estimated hours to complete the task, hourly rates associated with each job title conducting the work, and total charge for completing each individual item. The workplan may

include multiple estimates based on various levels of proposer engagement.” Since it is anticipated that the specific scope items and desired budget for the engagement will be discussed with the firm(s) under consideration as assignments come up, would providing general project management information in this section satisfy the RFP?

A21m. Please follow the directions in the revised RFP. General project management information is not likely to satisfy the RFP requirements which state, “Proposals must include a detailed workplan that is responsive to requirements listed in Section II.C – Scope of Services. “The workplan must include all Core Services tasks that may be provided by the consultant and its member staff, a brief description of how the consultant will provide those Core Services tasks, including each staff title conducting the Core Services tasks, and hourly rates associated with each staff title conducting the core services tasks.

Q21n. If multiple estimates are desired, could you provide some more details or examples for which you’d like to see an estimate reflecting various levels of proposer engagement?

This question is no longer applicable. The revised RFP deleted the reference to “multiple estimates” under the pg. 17-18 section 4.5 Work Plan.

Q21o. For the cost estimate sheet, what format should the pricing proposals follow?

Proposers should use the budget table format in the revised RFP on pg. 18 in Section 4.7 Cost Competitiveness and Budget Table.

Q21p. Can bidders propose annual rate escalations, given the long time scale?

Yes, consultants can propose annual rate escalations. DEEP requests that rates be held firm for the first two years.

Q21q. Can DEEP elaborate on intention of bid submission from a fee basis, please. RFP requests that respondents “to provide hourly rate[s] by staff level with estimated annual hours per staff level for all proposed tasks and technical assistance.”

The Budget Expectations on pg. 10 was revised to state:

Budget Expectations

The proposer is expected to review the total available funding for services and acknowledge that these total budgeted cost estimates align with costs the proposer might reasonably incur over the scope of the grant project cycle.

The proposer is expected to provide a budget table with hourly rate[s] by staff level and an estimated total budget by task.

DEEP will use the Evaluation Criteria on pg. 14 of the RFP to evaluate proposal, including Cost Competitiveness and Budget Table, which includes the hourly rates.

Q21r. Does DEEP intend for this RFP to act as a “bench award” upon which task orders will be bid to select firm(s) with individual pricing for Core Services A & B?

Please see response A18a-i regarding selection of consultants to enter into a Personal Service Agreement to be on a preferred list.

See also Assignments under this Agreement in the RFP on pg. 4:

Assignments under this Agreement

In response to DEEP's request for consulting services, a successful applicant may promptly submit to DEEP for evaluation and approval a detailed projected plan and budget for the assignment containing but not limited to a brief statement of the case or matter, a description of the nature and scope of the various phases of the services expected to be performed as prescribed by DEEP, an estimate of the time required to successfully complete the assignment, and an estimate of the cost of the work broken down into various phases of the services and/or deliverables expected to be performed. Pursuant to the submittal(s) being evaluated, consultants may be selected for the engagement if their submittal is approved by DEEP or if they agree to modifications to the submittal recommended by DEEP. In its discretion DEEP may require revisions, supplements and modifications to the plan and budget from time to time. The specific selected firm will not be compensated for the preparation, amendment or modification of the plan and budget. Firms must be prepared to commit sufficient personnel, time, and effort to meet the timetable mutually agreed to between DEEP and the selected consultant.

Q21r1. If yes, does DEEP require aggregate anticipated bid amounts for each Core Service, or only rate by staff level with estimated hours at this time? If no, DEEP require aggregate anticipated bid amounts for each Core Service, or only rate by staff level with estimated hours at this time?

A21r1. DEEP requires hourly rates by staff level and an estimated budget for each task under the scope of services. DEEP does not require estimated hours by staff level. See revised RFP pg. 18.

Q21s. Can CT DEEP provide a refined scope of services (e.g., key milestones, deliverables) for Core Services A and Core Services B to support cost estimation?

A21s. No, DEEP cannot provide a refined scope of services with key milestones and deliverables.

Please note DEEP has revised the RFP as follows:

4.5 Workplan

The workplan must include all Core Services tasks that may be provided by the consultant and its member staff, a brief description of how the consultant will provide those Core Services tasks, including each staff title conducting the Core Services tasks, and hourly rates associated with each staff title conducting the core services tasks.

Q21t. RFP PDF Page 42, Appendix C PSA, would DEEP please confirm that the Appendix C Sample Final Financial Report reference to "Salaries" is intended to refer to all the fully-loaded direct labor invoiced to the project?

A21t. No, the salaries in the sample financial report in Appendix C PSA do not refer to fully loaded direct labor because this report breaks out fringe rates separately. If a consultant does not separate fringe from salary, then the fringe rate would not be included in the financial report and the salaries line would be noted to include all costs, including fringe. In other words, this is a *sample* financial report and we can adjust accordingly.

However, proposers need to under the Budget Table hourly rates requested should include fringe or otherwise be “fully-loaded” in the hourly rates to provide DEEP with comparable hourly rates across proposals.

Q21u. Could DEEP provide more information on what kind of contract management artifacts (e.g., reports) and data reporting DEEP is looking for? This will help our team allocate the appropriate time for project management.

A21u. DEEP will follow the policy below stated in the RFP and will request reporting as needed. One example of such data reporting are financial reports of how much funding remains on a contract and by deliverable.

E. CONTRACT MANAGEMENT/DATA REPORTING As part of the State’s commitment to becoming more outcomes-oriented, DEEP seeks to actively and regularly collaborate with providers/vendors to enhance contract management, improve results, and adjust service delivery and policy based on learning what works. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate results and performance, and drive service improvements. As such, DEEP reserves the right to request/collect other key data and metrics from providers/vendors.

DEEP will hold regular meetings with the selected proposer(s) during the contract term to track progress and assist as needed.

DEEP seeks to actively and regularly collaborate with providers/vendors to enhance contract management, improve results, and adjust service delivery and policy based on learning what works. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate results and performance, and drive service improvements. As such, DEEP reserves the right to request/collect other key data and metrics from providers/vendors.

Q21v. RFP PDF Page 10, Section II, bulleted item entitled “Cost”, bars the Contractor from reimbursement of certain types of labor and time that will be required to support the project. In recognition that some firms' disclosed accounting practices provide for the direct charging of clerical time to projects (and do not categorize such costs as part of its indirect rates), would DEEP consider reimbursing the selected firm for clerical staff time spent reviewing billing documentation and drafting progress report documentation?

A21v. The Budget Expectations on pg. 10 of the RFP describe DEEP’s policies:

“DEEP will reimburse the selected firm for actual, necessary, and prudent out-of-pocket disbursements and expenses. DEEP will not reimburse the selected firm for any overhead related expenses, including but not limited to duplicating, secretarial, clerical staff, meals and in-state transportation costs or expenses unless they are otherwise approved in advance and in writing by DEEP. The selected consultant, in an

engagement agreement, shall be reimbursed for reasonable expenses for transportation, parking and reasonable lodging and meals associated with any interstate travel, specifically excluding first class and business class airfare, as approved in advance in writing by DEEP. The selected firm shall not be compensated for any time spent preparing any billing documentation, including but not limited to any such documentation required under the contract.”

Q21w. Given the undetermined nature of this task, should we provide a unit rate for one report with assumptions, or would CT DEEP consider the consultant submitting personnel rates as part of this proposal assuming a defined report task would be scoped at a later time?

Q21x. Given the undetermined nature of this task, would CT DEEP consider the consultant submitting personnel rates as part of this proposal assuming a defined program development task would be scoped at a later time?

Q21y. Given the undetermined nature of this task, should we provide a unit rate for one grant application with assumptions, or would CT DEEP consider the consultant submitting personnel rates as part of this proposal assuming a defined grant application task would be scoped at a later time?

A21w,x,y. See the revised scope.

Also see RFP pg. 4 under 5. Contract Awards, Assignments under this Task.

Q21z. Is there an expectation to provide a schedule/timeline (e.g., Gantt format) for tasks involved with delivering Core Services B as part of section “4.5 Work Plan” on Pages 17 and 18 of the RFP?

A21z. There is no expectation to provide a schedule/timeline for tasks under either Core Services. However, proposers should be aware that Core Services B is subject to a timeline dictated by a timeline set by the EPA Climate Pollution Reduction Grant as follows:

- A Comprehensive Climate Action Plan (CCAP), due in August 2025, and
- A Status Report, due at the close of the 4-year grant period (anticipated due date in August 2027)