

## APPENDIX A: REQUEST FOR INFORMATION SUBMISSION TEMPLATE

Please use the following template as you respond to the Request for Information. Attaching additional information such as visual, graphic, and/or data presentations using PowerPoint or Excel also is encouraged.

Email completed template and attachments to [deep.partnershipsinparks@ct.gov](mailto:deep.partnershipsinparks@ct.gov), with the subject line “Parks RFI Submission – *Insert Concept Title, State Park, Desired Year for Implementation.*” For example, “Parks RFI Submission – Kayak Rental Service, Machimoodus State Park, 2024.”

Partnership concepts for 2024 should be low impact and appropriate for DEEP’s ongoing Special Use License program. These concepts need to be submitted by Friday, March 1, 2024, 11:59 PM EST.

Partnership concepts for 2025 and beyond need to be submitted by Tuesday, April 30, 2024, 11:59 PM EST.

See RFI section IX. Submission Process, Public Posting & Due Dates for details.

### Title:

Partnership Concept Title, State Park/Facility, Desired Year of Implementation

### 1. Overview

Provide a concise narrative describing conceptual ideas for new or expanded outdoor recreational opportunity/venture and include the specific park(s)/facilities to be utilized.

### 2. Recreation Services & Goals

Highlight the public use and benefit to be derived from the recreational services in alignment with one or more of the goals of the RFI:

- Elevate Outdoor Recreation & Visitor Experience
- Expand Tourism Destinations
- Provide Equitable & Sustainable Access to Outdoor Recreation

When describing the public use and benefit, please also make sure to define the *need* for this particular service, e.g., any evidence of demand for this service, similar models that have been successful in other locations, etc.

### **3. Operations & Staffing**

Describe the specific area required to provide the proposed services, e.g.:

- Specific location within the park/facility
- Length and width including the overall square footage (if applicable)
- Equipment storage if applicable

Clearly describe the timeframe for when services would be offered including season, days of the week, and hours of operation and an approximate schedule/timeline that would be needed for the services to be offered to the public.

### **4. Infrastructure & Technology**

Describe any infrastructure investments needed to support operations (utilization of existing structures or temporary structures encouraged over installing new buildings).

Describe any technology changes or investments needed to support operations.

Indicate how your organization is prepared to make relevant infrastructure investments.

### **5. Marketing**

Describe how services will be marketed and communicated to the public.

### **6. Financial**

Include details regarding proposed pricing, estimated operating costs, and/or financial models. DEEP understands that cost estimates may be general in nature or estimates, but any cost data that is included will be appreciated.

Include information regarding potential revenue to the State.

### **7. Sustainability**

Describe how operations will minimize carbon footprint, integrate sustainability, and promote conservation of Connecticut's public lands and natural resources.

### **8. Summary (to be posted on DEEP website following final due date)**

Provide a non-confidential summary of less than 200 words that describes the proposed concept. This summary will be posted on the DEEP website.