



CTMPB RFP Questions and Answers (April 12, 2022)

Q: *On page 6 section B.10, under the heading “An acceptable submission must include the following” is the statement:*

- i. “To submit the proposal please visit the Agency Grants and Loans (ct.gov) pages for more information, copies of the guidance and needed forms.”*
- ii. Question: We do not see where on the link provided the needed forms are. Which tab on this link are they under?*

A: The link present took proposers to the agency page where the forms were located under agency funding opportunities. The link appeared not to work in some browsers. A new link has been created and takes applicants to all forms. This can be accessed from a number of agency and funding pages, and by clicking [here](#) as well.

Q: *On page 21 section E5 on the RFP states a non-discrimination certificate is required and says the forms are available on OPM’s website at <https://portal.ct.gov/OPM/Fin-PSA/Forms/Nondiscrimination-Certification>. However, on that site it states in all capital letters that all non-discrimination forms have been rescinded as of Jul 2021. Do we need to submit this form? If so, which form would a non-profit use? There are several listed on this site despite saying they have been rescinded.*

A: The forms have technically not gone away, and some agencies still use these forms for existing and current contract renewals, as well as large contracts. The RFP template has not been amended for all agencies yet. Most agencies, like DOAG, have incorporated the old provisions of the forms into the new standard terms and conditions approved by the Attorney General on July 1, 2021. As a contractor, if you are awarded a contract with DOAG or CTMPB, you are still accountable for the provisions and are required to check a box in the Standard Terms that you will follow Connecticut’s procurement and discrimination policies.

Q: *On page 4 under B2 it states instructions for registering with the state contracting portal and lists forms required during that process (OPM5 and OPM1). If we registered last year, and our login still works, are we required to submit OPM5 and OPM1? If so, do we attach it to our proposal submission since we are already able to log into the portal?*

A: Forms should be filled out for each submission year for vendors per DAS policy, which requires vendors to resubmit forms annually. As mentioned in the question about the OPM discrimination forms, some forms have been consolidated into a new standard terms and conditions document, even though some larger contracts require the actual form. For this RFP, the following forms are necessary: OPM 1 (Campaign Contribution Form); State Vendor Forms. All other forms have been compiled within the DOAG contract standard terms and conditions including the OPM 5 Consulting form and the Non-Discrimination Forms. All forms can be found on this webpage: <https://portal.ct.gov/DOAG/Commissioner/Commissioner/Dairy-Funding-Opportunities>.



Q: Because dairy is really important to me, how competitive do you anticipate this grant being? And do you envision the possibility that this grant is split between a few awardees, or is it actually intended for just one to champion their plan locally?

A: The panel reviews submissions and decides through a scoring and review process what they would like to recommend for funding based on how the submissions align with the Board's strategic vision plan and the funding available. They may choose to recommend funding one award or multiple partial awards. Proposals are welcome from any and all eligible applicants.

Q: Would you tend to prefer a concise plan? Rather than an elaborate one? Assuming you have full faith it can be executed exceptionally?

A: The more detail you can provide as to how you will administer and conduct projects as long as it is not proprietary is appropriate. Please be aware that any proposal submitted is available to the public at the end of the contract process, unless it is exempt under FOIA (and you identify it as confidential when submitted). You can find information about current projects and contractors on the CTMPB web site through recorded meetings and other information that is provided. Also please be aware of page limits and submission requirements, as each narrative section may have specific requirements on page length. Lastly, in your plans, please be aware of dairy checkoff dollars and what they can be used for; projects using checkoff dollars are not intended to promote one farm, one brand, or one processor. They must benefit the entire industry.

Q: May CTMPB board members be contacted regarding specific industry questions on the RFP?

A: No, the sole contact for information is the person listed as the contact in the RFP.

For supplementary information regarding CTMPB [please visit the CTMPB page](#). There are additional resources available that discuss contracts and funding, as well as reports from contractors that may inform proposers.