

Addendum 1
DOC-DIT-24-VZ
Connecticut Department of Correction

Diversity and Inclusion Training

The Connecticut Department of Correction (The Department) is issuing Addendum 1 to RFP #DOC-DIT-24-VZ. All requirements of the original Request for Proposals (RFP) except those requirements specifically changed by this addendum shall remain in effect. In the event of any inconsistency between information provided in the RFP and information in this addendum, the information in this addendum shall prevail.

This addendum extends the Letter of Intent deadline, extends the Question Deadline; Answers the questions posed to-date, and extends the Answer Release date to address questions raised due to extended question deadline.

- The Letter of Intent deadline originally Monday, July 8, 2024 has been extended to Thursday **July 25, 2024**.
- .The Deadline for Questions originally set as Monday, July 15, 2024 has been extended to **Friday July 26, 2024**.
- The Answer Release date has been revised to Wednesday, July 31 to address additional questions posed and not covered already covered in the answers below.

Question and Answers received as of July 15, 2024:

Question 1:

Is this a new opportunity or a rebid for a training that has been done in previous years?

Answer: Yes, this is a new training and not a rebid.

Question 2: What is the Estimated Budget

Answer: As the RFP indicates the cost of this contract is to be determined. No estimate has been given.

Question 3: What is the Contract Duration

Answer: The contract term is to be determined, however it should relatively be a short term contract as the scope of services only involves curriculum development and then the delivery of training which should be for a 1 or two day period.

Question 4: Design and provide a comprehensive Diversity and Inclusion Train the Trainer Training for 8 Academy Training staff. We understand that there is no training to be delivered for employees/staff members. Only train the trainer session is to be delivered for eight staff members, is our understanding correct?

Answer 4: Yes

Question 5: What criteria is being used to select the 8 individuals who will complete the 1-2 day train-the-trainer for the diversity training? What level of personal awareness do they currently have of the requested concepts and experience navigating difference in this environment?

Answer: Primary duties of Training LT's; provide training and staff development programs for all employees to enhance the knowledge, skills and abilities necessary to perform with competence and conform to agency policies and procedures. Additionally, they assist in the professional development of instructors utilized for In-Service and Pre-Service Training.

Working for the CTDOC, these individuals receive extensive training on and promote Diversity, Cultural Competency, Gender Diversity and Racial Equity.

Question 6:

The RFP requests "conduct a train-the-trainer program at MCTSD over the course of one to two days." We find that, depending of level of existing awareness and experience, new trainers require additional guidance. Is the CT DCJ open to expanding the scope to include some post session support for new trainers?

Answer: No

Question 7:

The Data and Technology Expectations section of the RFP indicate the need to for the proposer to describe our ability to "send and receive secure outside e-mail". We would like to ensure we are clear on what is meant by "secure". Does a firm with password protected email meet this requirement or are other security measures required?

Answer: yes

Question 8:

The Services Overview session lists a series of training and development topics to be developed for which 8 staff will complete a train-the-trainer. Does the CT DCJ envision this to be one or multiple sessions? Is there a standard or desired length for a single or multiple sessions?

Answer: Multiple sessions (2) days so staff can practice skills learned – teach backs.

Question 9:

Per the RFP, there will be 8 trainers that will deliver the customized curriculum. How many individuals will these 8 trainers put through this curriculum?

Answer: Identified staff participants 4- 5000

Addendum 1
RFP #DOC-DIT-24-VZ
State of Connecticut
Department of Correction

Diversity and Inclusion Training

Date Issued: July 19, 2024

This Addendum Acknowledgement must be signed and included with your proposal.

Printed/Typed Name

Authorized Signature