

Addendum 2
DOC-DIT-24-VZ
Connecticut Department of Correction

Diversity and Inclusion Training

The Connecticut Department of Correction (The Department) is issuing Addendum 2 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 corrects the official contact telephone number listed in the RFP and releases the answers to all questions asked. Answers in addendum #1 may have been updated, therefore Addendum #2 provides all the questions and answers and these are the final answers.

Official Contact Telephone number is: 860-692-7886

Final Question and Answers:

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: Yes

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. Training is conducted between 8am – 3pm, with two, 15-minute breaks and a 30-minute lunch.

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

Question 10:

We have a question regarding the required attachment of two years of most recent annual audited financial statements, as indicated below form the checklist.

As our firm has been successful in prior RFP submissions which to my understanding, did not require providing audited financial statements, I want to confirm that they are necessary for this submission.

Question 11:

Would you be willing to accept a Letter of Credit on bank letterhead until you determine the selected vendor and then after selection submission of two years of most recent annual audited financial statements, OR any financial statements prepared by a Certified Public Accountant; or a current Balance Sheet and Income Statement prepared by an accountant or the most recent tax return?

Answer Question 10 and 11: As page 10 of the RFP indicates, “if the proposer is not subject to an annual audit, include a current Balance Sheet and Income Statement prepared by an accountant or the most recent tax return assuring the financial viability of the proposer.” Therefore, if your firm is not subject to an annual audit they are not necessary with your submission and a current balance sheet, income statement, or most recent tax return are acceptable.

Addendum 2
RFP #DOC-DIT-24-VZ
State of Connecticut
Department of Correction

Diversity and Inclusion Training

Date Issued: July 31, 2024

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

Printed/Typed Name

Authorized Signature