

State of Connecticut
Office of Health Strategy
Family Bridge Sustainability
RFP #23OHS418
Second Addendum Release Date: 11-16-23

Q. The RFP states that the Line Spacing is Standard double-spaced, but the Proposal Checklist states that the proposal must follow “normal” margins and line spacing. Will the State accept 1.25 or 1.5 line spacing?

A. *Proposals should be double-spaced.*

Q. Can the State please confirm that electronic delivery of the proposal is acceptable and hard copies are not required?

A. *Proposals must be submitted electronically via email to Rachel.Rusnak@ct.gov.*

Q. Would OHS consider extending the deadline (if necessary) to allow for at least five business days between the posting of the final round of Q/A and the proposal submission date?

A. *OHS encourages prospective respondents to submit questions in advance of the question deadline, all responses must be submitted by 12/1/23 at 3pm.*

Q. Please confirm that it acceptable for the proposer to submit a complete proposal document that includes e-signatures.

A. *Per OHS RFP requirements, proposals must contain original signatures.*

Q. In addition to its complete proposal, is it acceptable for a proposer to submit a redacted version of their proposal from which confidential information (as defined by C.G.S. § 1-210(b)) has been stricken (redacted)?

A. *Per OHS RFP requirements, If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. The proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. EXAMPLE: Section G.1.a. For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).*

Q. Does OHS expect the selected vendor to conduct any work on site? If so, what amount of time do you expect the vendor to work onsite?

A. *The selected vendor may elect to conduct some outreach work in State with stakeholders, at their discretion.*

Q. If possible, please provide the comprehensive set of bidder questions and OHS answers for this solicitation.

A. *See section IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS*

Q. Is there an incumbent for this work? If so, who is that incumbent and what is the total contract value?

A. *No*

Q. If there is an incumbent, is the incumbent eligible to bid on this work?

A. *Not Applicable*

Q. Would OHS permit tables and graphics to contain font that is smaller than 12 point, assuming the visuals are legible?

A. *Yes*

Q. RFP Section 6 (page 13 of 30) indicates in the last bullet that Line Spacing should be "Standard Double Spaced." However, the Formatting Checklist (page 30 of 30) indicates that the "proposal format follow normal margins and line spacing?" Please clarify if the proposal should be "double spaced" or normal line spacing (single spaced)?

A. *Proposals should be double spaced.*

Q. We understand that there is a 20 page maximum on the bidder's response to D: MAIN PROPOSAL REQUIREMENTS. Would OHS consider excluding the administrative questions from that page cap? For example, 4.7 Financial Profile, 4.8 Cost Competitiveness and Budget Narrative, etc.

A. *These sections should be described in brief, and included in the proposal. There is an opportunity for the inclusion of additional financial statements to be included as appendices as outlined in the Proposal Checklist on Page 30.*

Q. Addendum 1 indicates that, "All budgets must be submitted using the OHS RFP Budget Template which is attached as a document to the RFP." However, we do not see that an OHS RFP Budget Template is attached to the RFP. We are also not seeing this document on the on-line portals where this opportunity is posted.

A. *Please see the OHS RFP Page for this Attachment.*

Q. Further, RFP Section II. C. 6 (page 11 of 30). Indicates that "Proposers shall use the excel Budget Template in Attachment A." However, we do not see an Attachment A to the RFP.

A. *Please see the OHS RFP Page for this Attachment.*

Q. Will OHS please indicate the RFP page number or indicate where we can find the Budget Template?

A. *Please see the OHS RFP Page for this Attachment.*

Q. For RFP Section IV. D. Question 4.1 (page 18 of 30) (Strengths and Qualifications of Agency & Staff), can OHS provide some examples of the information OHS requires to be

submitted for the following:

d. Functional Organization

i. Governance System

- A. Functional Organization: Please describe the structure of your organization.
Governance Systems: Please describe how your organization is directed and controlled.*

Q. For RFP Section IV. D. Question 4.2 (page 18 of 30) (Scope of Services), can OHS provide some examples of the information OHS requires to be submitted for the following:

f. Special Health or Safety Requirements

- A. This is standard language related to any special health and safety requirements that may be applicable to a proposal and may not be applicable in this RFP.*

Q. For RFP Section IV. D. Question 4.6 (page 18/19 of 30) (Workplan), please confirm that OHS is referring to the selected vendor 's progress against the statement of work for this project relative to the following:

e. Measurable Objectives

- A. The Workplan section requires proposers to identify Measurable Objectives as a part of their proposal. These objectives should identify the expected results of the proposers work.*

Q. For RFP Section IV. D. Question 4.7 (page 19 of 30) (Financial Profile), please clarify what type of information OHS requires to be submitted for each of the following:

a. Annual Budget and Revenues

b. Financial Standing

c. Financial Management Systems

d. Revenue Generation / Billing / Third Party Reimbursement

- A. Proposers should provide brief summaries related to their organization's Annual Budget and Revenues, their Financial Standing, Financial Management Systems used, and revenue sources. This information should relay the financial profile of the organization.*

Q. For RFP Section IV. E. a. Memorandum of Agreement (page 19 of 30) (ATTACHMENTS), please clarify what type of information OHS requires to be submitted for:

a. Memorandum of Agreement

- A. A memorandum of agreement for any subcontractor that the organization plans to engage with should be included with proposals.*