

**State of Connecticut
Responses to Questions for
RFP # OPM-BIZ-CIV-100-AA
March 2, 2012**

1. **QUESTION:** *Are the affidavits required yet since there is no contract? Which affidavits have to be submitted with the RFP?*

ANSWER: The Consulting Agreement Affidavit (aka Form 5) is required as part of any RFP submission.

2. **QUESTION:** *Forms, since so many are cited, it's not totally clear which ones are needed to be included in the RFP. Are they only the forms cited on page 10, Section 2, Proposer Information?*

ANSWER: The Consulting Agreement Affidavit (aka Form 5) is required as part of any RFP submission.

3. **QUESTION:** *Our firm is a single member owned LLC. We do not have audited financial statements. In similar situations we have been permitted to submit Profit & Loss Statements. Please advise if this is acceptable or what documents you would like to see to establish financial condition.*

ANSWER: Audited financial statements are preferred. Where audited financial statements do not exist, Profit & Loss statements must be certified by a Certified Public Accountant.

4. **QUESTION:** *The RFP identifies the contract length to be one year. Are there any other timeframes you would like bidders to consider in developing a work plan? If so, please provide some guidance on what milestones you would like to see.*

ANSWER: At this time the State anticipates the contract term to be one (1) year; however, the State at its sole discretion may opt to extend the contract term.

5. **QUESTION:** *Will the contract award be for one year or for how many years?*

ANSWER: At this time the State anticipates the contract term to be one (1) year; however, the State at its sole discretion may opt to extend the contract term.

6. **QUESTION:** *Is there a budget for this engagement? Does the state have any expectation on maximum costs to be considered?*

ANSWER: Proposals must meet the submission requirements detailed in the RFP and should seek to provide the highest quality service in the most economical manner possible.

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7. **QUESTION:** *With proposed annual costs fixed through the period of agreement, is there an established limit or range for contract cost for this project?*

ANSWER: Proposals must meet the submission requirements detailed in the RFP and should seek to provide the highest quality service in the most economical manner possible.

8. **QUESTION:** *Are actual letters needed from the references or is it sufficient to provide the identifying information for references in the event the state wishes to contact a reference?*

ANSWER: At a minimum, submissions must include name, title, name of company, company address and telephone number for three (3) references.

9. **QUESTION:** *Contracts we have with our commercial clients prohibit letters of reference and our government clients do not provide letters of reference. However, both will respond to a reference phone call. Will providing the reference contact information, as 3.e also requests, be sufficient?*

ANSWER: At a minimum, submissions must include name, title, name of company, company address and telephone number for three (3) references.

10. **QUESTION:** *Formatting requirements for proposal submission are discussed on this page, with the Font Size requirement designated as "12 pitch." Pitch is a characters-per-inch measurement traditionally used with typewriters, and is not the standard text measure for Microsoft Word fonts (usually point size). Could you provide clarification on the text formatting requirements for this proposal, including headings and body text?*

ANSWER: Font size should be 12 point for body text; 14 point may be used for headings.

11. **QUESTION:** *Sections 2, 6, and 8 require the inclusion of several standard forms and documents with the submitted proposal. Does your office have a preference for this element of proposal formatting, such as the desired appearance of business forms and compliance documentation (in-line with text sections, or as attachments/appendices at the end of the proposal)?*

ANSWER: All required forms must be included and clearly labeled as such. Placement of forms within a submission (i.e. in-line with text vs. appendices) is up to the proposer.

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12. **QUESTION:** *Would you consider lean and process improvement experience in industry sectors other than state government? If so, would they be equally weighted?*

ANSWER: The RFP does not set forth as a specific requirement that experience related to LEAN, Six Sigma, process improvement, etc., must be Government related.

13. **QUESTION:** *(referring to page 8, paragraph M) In consulting we assume it's OK for one company to submit a proposal as the prime with another company as a sub prime. Also, the designated subprime in the first proposal could, in turn, submit a separate proposal as a prime in a second proposal and list the prime in the first proposal as a sub prime in the second proposal. We assume this does not violate this paragraph?*

ANSWER: Each proposer is required to identify all key sub-contractors that are anticipated to be used to provide the services outlined in the RFP. In addition, proposers are required to provide documentation that any key sub-contractors are ready, willing and able to commit their involvement with the proposer and the proposer's response to the RFP.

There are two (2) main parts to the RFP; Part A "*Organizational, Process, Legislative/Regulatory and Programmatic Issues Associated with the Regulation of Business*" and Part B "*Organization Process, Legislative/Regulatory and Programmatic Issues Associated with Certain Human Resources/Personnel Administration Functions.*" Respondents to the RFP may submit proposals for either Part A or Part B or both Part A and Part B.

An entity which submits a proposal for Part A in which one entity is the "prime" and where another entity is the "sub-prime" may also submit a proposal for Part B in which the "prime" and "sub-prime" roles of the 2 entities are reversed.

The entities may not however, submit separate proposals for Part A alone, Part B alone or for Part A & Part B together in which the "prime" and "sub-prime" roles are reversed without violating Item M under the RFP Conditions section.

14. **QUESTION:** *Do you intend to award one contract to a single vendor, or to contract with more than one vendor, for each A and B service? If the latter, how many contracts/vendors do you anticipate?*

ANSWER: Whether the State will award a single contract or multiple contracts is not known at this time. It is the State's intent to select the proposal(s) which best meet its needs.

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15. **QUESTION:** *Pages 1-3: Under the direction of the steering committee described by the request, what proportion of on-site and off-site contractor presence is expected based on the assessment, improvement, and implementation goals of the project across multiple state agencies?*

ANSWER: While there is no predetermined proportion for on-site vs. off-site presence, the State expects a significant on-site presence when necessary.

16. **QUESTION:** *Is there an RFP number assigned to this solicitation?*

ANSWER: The project/solicitation number is OPM-BIZ-CIV-100-AA