

### **RFP # 853 – Addendum 3**

This document represents a third addendum to RFP #853 regarding the *Sheff v. O’Neill* Comprehensive study. This document includes questions from prospective proposers since the issuance of Addendum 2, which occurred on January 24, 2025, along with responses from the Connecticut State Department of Education (CSDE). The CSDE exercises its discretion in responding to questions. However, in fairness to all potential proposers, and in view of the upcoming February 21 proposal deadline, the CSDE will be unable to respond to any further inquiries.

#### **Question:**

There is overlap between this RFP and the scope of work for *RFP # 850: RSCO Transportation System Study*. Could you tell me if RFP # 850 has been awarded or if you anticipate that it might be canceled or retracted?

#### **SDE Response:**

RFP # 850 has not been canceled or retracted, and the CSDE is currently in the process of negotiating a contract with the selected vendor. As stated in RFP # 850, that project is concerned with the RSCO School Choice transportation system, “considering ridership values, efficiencies, cost, and making recommendations for adjustments to the transportation system to encourage student participation in school choice programs while increasing efficiency and minimizing ride times and cost.” While the work of RFP # 850 will inform the work of the contract awarded pursuant to this RFP, the work of RFP # 853 is concerned with the transportation structure more generally as it affects the *Sheff* system as a whole and any potential reconfiguration.

#### **Question:**

On page 8 of the RFP, it says that we must upload our “secretary of state recognition” and it says “click on appropriate response.” We do not see an option in the portal to click on an appropriate response. Can we upload verification that we are registered with the secretary of state in the License Documents section of the portal? What about other issues we are having with the contracting portal and document submission process?

#### **SDE Response:**

The following link contains a user guide for Supplier Registration and Portal User Guide for CT Source, the State of Connecticut’s web-based, statewide e-sourcing solution:  
<https://portal.ct.gov/das/-/media/das/ctsource/documents/ctsource-supplier-registration-portal-user-guide-final.pdf?rev=0ccb06cf4b2149bf913146e95afb9538>. Contact information for addressing logistical issues with the portal is included in this document. If users are unable to upload the Secretary of the State verification through this portal, this information may be included with the RFP response.

#### **Question:**

On page 8 of the RFP it says to upload Notification to Bidders, Parts I-V. Shall we upload the full RFP to the Other Documents section of the portal?

SDE Response:

As indicated in RFP Section I.B.2, respondents should upload the information requested in that section on their supplier profile.

Question:

On page 31 of the RFP, under E. Attachments, it says we should include an attachment that is “evidence of minimal qualifications as required by Section I.B.6.” The items in Section I.B.6 are addressed in the narrative. Is there an additional attachment required related to this?

SDE Response:

Yes, please include an attachment that states concisely how the bidder satisfies the minimum qualifications as set forth in Section I.B.6.

Question:

In Addendum 2 to RFP #853, you indicated that “supporting materials for the budget justification may be included as appendices.” Does this mean that the budget and budget narrative can be included exclusively as appendices?

SDE Response:

The budget should be included in the main proposal, but supporting materials for the budget justification may be included as appendices. RFP Section IV.D is the main proposal submission section and includes, as subsection 7, information relating to cost competitiveness and the budget narrative. The general information required by this subsection should be included in the main part of the proposal, but supporting budget materials may be included as an appendix.

Question:

Is a Certificate of Insurance required with the proposal, or only if a bidder is awarded the contract?

SDE Response:

Certificates of Insurance are acceptable but not required. Information regarding insurance is contained in RFP Section IV.D.1.D, which appears on page 29 of the RFP.

Question:

Where can we add required forms, such as the Campaign Contribution Certification form (OPM Ethics Form1), which appears on RFP page 8.

SDE Response:

These documents should be included in the applicable section of the state contracting portal. If this is impossible, users may append these forms to the RFP filing.