

1. Is there a specific budget amount established for this project?

- **DOH does not have a specific budget allocated for this activity. DOH will evaluate awards, in part, based on available funding.**

2. Are there specific expectations regarding the extent of public engagement expected? For example, is there an expectation of a certain number of in-person and/or virtual public meetings over the course of the project?

- **DOH does not have any set expectations for the extent and manner of public engagement. Proposals should establish a balance of in-person and virtual meetings appropriate to the task of developing a thorough Consolidated Plan and within the proposing entity's staffing ability. As is, DOH operates in a hybrid environment.**

3. Did DOH engage a consultant to develop the prior consolidated plan? If yes, please provide the name of the consultant and the contracted amount.

- **DOH completed the most recent Consolidated Plan in house and did not hire a consultant.**

4. Does DOH have an anticipated budget for this project?

- **DOH does not have a specific budget allocated for this activity. DOH will evaluate awards, in part, based on available funding.**

5. The Scope of Services (A.1.d.) states that an update to DOH's Citizen Participation Plan is needed. When was the last CPP update conducted? Does DOH have a list of concerns and needed updates beyond the requirements in 24 CFR 91.115?

- **DOH updated its Citizen Participation Plan in April 2022. In addition to the requirements in 24 CFR 91.115, DOH wants the plan to meet any additional HUD expectations or guidelines established on the [HUD exchange web page](#) for the Consolidated Plan, such as the [Community Engagement Toolkit](#).**

6. The Scope of Services (C) states that the proposer shall coordinate office space. Is DOH able to assist with the identification of appropriate office space (ADA accessible, etc.)?

- **DOH is available to advise and consult with the identification of appropriate office space.**

7. Can DOH please remove the requirement to submit the flash/equivalent media as proposals will be submitted electronically? If the flash/equivalent media requirement is not removed, is the flash drive/equivalent media due on the same day (March 27 at 4:00 PM) as the electronic emailed copy or can the file be postmarked on March 27th? To whose attention should the flash drive/equivalent media be sent at the Department of Housing, 505 Hudson, 2nd Floor, Hartford, CT, 06106?

- **DOH prefers to have a backup copy on a flash drive (or equivalent media) for its records--on the off chance that some technical error occurs with the original electronic submission. DOH will accept flash drive/equivalent media after the due date, so long as it receives the**

**electronic version on or before March 27<sup>th</sup> at 4:00pm. You may send the flash drive to the attention of Conor Quinlan, Office of Policy, Research and Housing Support.**

8. Please confirm that three reference letters are expected in addition to contact information.

- **DOH will waive the requirement for three reference letters. Proposals should just include the contact information of three recent references.**

9. Are Sections 8a and 8b required even if an offeror is not declaring confidential information and has no conflicts of interest? If these are still required, please provide the templates to complete.

- **If the proposer does not have any confidential information/conflicts of interest, please simply indicate as such on the proposal.**

10. The links in 8c (Appendix) and 8d are not working. Can you please provide these documents:

- Personal Service Agreement Boilerplate Contract Document
  - Contractors' Guide to the Code of Ethics
  - State Elections Enforcement Commission's notice
  - Agency Vendor Form (SP-26NB)
  - Contract Compliance Package: (Notification to Bidders Form and Bidder
  - Contract Compliance Monitoring Reports)
  - Campaign Contribution Certification (OPM Form 1)
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- **The agency has experienced technical difficulties embedding these links in the PDF. We can attach the most relevant documents in a follow up email or provide them later in the process.**

11. Section 10e - please advise what information should be included in a proposal to meet this evaluation criteria.

- **Per statute, DOH must consider the following criteria when presenting an award to any bidder:**
  - **(A) the bidder's success in implementing an affirmative action plan;**
  - **(B) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17, inclusive;**
  - **(C) the bidder's promise to develop and implement a successful affirmative action plan;**
  - **(D) the bidder's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area;**
  - **(E) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises;**
- **In your proposal, please provide the relevant and appropriate information regarding these requirements. For example, you may provide, or refer us to, your affirmative action plan as part of your application. If your organization does not have information related to the above criteria, you should declare so in the proposal.**