



TECHNICAL ASSISTANCE BIDDERS' CONFERENCE

MANUAL JANUARY 09

Note to TA - Presenters

Team members should not attempt to answer questions that need further discussion or research. At the conference, attendees ask questions, which agency representatives may answer on the spot. Attendees should not be required to identify themselves when asking questions.

TA - Information for Bidders:

Oral answers given at the conference are tentative and not binding on the agency. All questions asked at the conference will be compiled into a written document along with the agency's official answers. The questions and answers will then be issued as an amendment to the RFP. All questions along with the agency's official answers will be posted on the DAS Website at http://www.das.state.ct.us/purchase/portal/portal_home.asp on or near date. Questions that we do not have the answers for today will be published along with the official answers to those questions on the DAS Website.

Sample TA Facilitation: Emphasize:

All questions and official answers will be issued as an amendment to this RFP. Questions that we can't answer today will be posted along with the official answers on the DAS Website on or near date. The web address is on page _ in this packet. If you have questions after today send them to name via e-mail by x PM on date. They will be answered and posted with today's questions and answers. Please comply with all application instructions. It's important that you read the entire application carefully. All forms will be checked and please note: The Consultant Agreement Affidavit Form, (page _) must be notarized.

DEADLINES ARE CRITICAL

Pay close attention to the RFP deadlines. Failing to submit a Letter of Intent and being late with your submission will result in your application being rejected for review.

Letter Of Intent & Contact Person

A NON-BINDING Letter of Intent is required. Applications will not be accepted without a Letter of Intent. Letters of Intent should be directed to and received by name by x PM, on date. E-mailed or faxed copies of the Letter of Intent will be accepted.

To ensure that you address all questions adequately IN PREPARING A RESPONSIVE APPLICATION - please give special attention to the "APPLICANT INSTRUCTIONS and REVIEW INFORMATION" sections on page _. These sections detail the format and required appendices. Don't deviate from the terms, conditions and or limits listed in these sections. You will be penalized for failure to follow application and formatting instructions. The Department also has the right to reject submitted applications that do not follow the requirements.

APPLICATION FORMAT:

Page Limit is _	This Excludes, Cover Page, Table of Contents, Budget, Budget Narrative, and Appendices
Font Size	12 pt
Font Type	Times New Roman
Paper Size	8.5 inch x 11 inch (portrait orientation)
Margins	1 inch all sides
Line Spacing	Double Space
Copies	<u>1 Original Plus 7 Copies</u>
Submission Format	Submit clipped copies (no binders please)

PLEASE ENSURE THAT ALL PAGES ARE NUMBERED.

Applications should be packaged in the following order (pg _):

Cover Sheet

Table of Contents

Application Questions (pg _)

Application Budget

Application Budget Narrative (please use budget forms included in this packet)

Appendices

APPENDICES (page _) The following appendices must be included with the proposal:

Appendix 1	Staffing Plan- with Job Descriptions & Staff Resumes
Appendix 2	Letters of Agreement / Memoranda of Understanding*
Appendix 3	Organizational Structure/Chart
Appendix 4	Board of Directors (annotated with race/ethnicity, gender and town of residence)
Appendix 5 PG 26	<u>Subcontractor Profile Form</u> , Is for Bidders who are partnering with other agencies in order to provide this service and will be paying this agency from the DCF grant funds. IT IS important to submit a separate Subcontractor Form for each subcontractor being used.
Appendix 6	Current certificates of Accreditation and Licensure
Appendix 7	Notification to Bidders Form - from CHRO compliance packet: ** STRESS
Appendix 8	Evidence of Non-Discrimination Form - from the CHRO compliance packet.: * STRESS
Appendix 9	Employee Information Form** - from CHRO compliance packet: STRESS
Appendix 10	Consulting Agreement Affidavit, (pg 31) Must be Notarized. <u>THE Consulting Agreement Affidavit is required for contracts of \$50,000 or more. This affidavit request information from Bidders regarding assistance from a consultant for the specific purpose of obtaining a contract. Did the bidder hire a consultant for the sole purpose of having an added advantage with this RFP to get this contract? EVEN IF YOU DON'T USE A CONSULTANT YOU STILL MUST SIGN AND NOTARIZE THIS AFFIDAVIT BECAUSE THIS CONTRACT IS OVER \$50,000</u>

Regarding APPENDIX, 7, 8, AND 9 Your RFP submission, must include all of the required documentation to give evidence of compliance with non discrimination and affirmative action obligations as required by the Connecticut General Statues.

All Respondents must complete the Bidder's Commission on Human Rights and Opportunities Compliance Package. The Bidder's CHRO Compliance Package is a 37 page document that gives Bidders an opportunity to read the CHRO requirements. DCF provides Bidders with an opportunity to read the CHRO requirements on the DCF WEBSITE.

This Packet contains the **NOTIFICATION TO BIDDERS FORM**, (Appendix # 7) which acknowledges that DCF provided you with the opportunity to read the CHRO requirements.

Evidence of Non-Discrimination Form - (Appendix # 8) is documentation to give evidence of the Bidder's compliance with non discrimination and affirmative action obligations

Employment Information Form- (Appendix # 9) is a Workforce Analysis Reporting form listing all employees including apprentice and trainees by race.

Applications lacking any one of these forms will be rejected from award consideration. The Bidder's CHRO Compliance Package should be accessed from the DCF website:

ALSO: Attachments other than those appendices defined above are not permitted. In addition, these appendices are not to be used to extend or replace any required section of the application. Applications lacking the properly executed forms, materials and affidavits will not be reviewed.

BUDGET AND BUDGET NARRATIVE INFORMATION: IS ON PAGE

Respondents must submit An ANNUALIZED PROGRAM BUDGET and CORRESPONDING BUDGET NARRATIVE that reflects all operating costs for this project. Use the budget forms on the DCF Website. Proposals will be viewed as non-responsive if the budgets exceed the specified dollar amount in the official model or significantly alter the model. Judi Jordan will answer all budget questions. Please e-mail any questions you have regarding budget concerns to the contact person and the answers will be posted with the Bidders' Conference Questions.

Remember: You will be penalized for failure to follow application and formatting instructions and the department has a right to reject submitted applications that do not following these requirements. You must meet the deadline requirements or your application will not be reviewed.

Faxed and Electronic RFP submissions will not be accepted.

The deadline for this proposal is date, no later than _ PM and must be mailed to Judi Jordan or left with a contracts staff person at the DCF Central Office no later than _ PM. Please call ahead if you will be dropping off the Proposal.

Pay close attention to the General Proposal Notices and Requirements on pages ___and The Department Specific Provisions on pages ____.

TA Conference TIPS/ NOTES:
