

State of Connecticut
Department of Social Services
How to Respond to a Request for Proposals
March 23, 2012

This summary contains questions submitted in writing at the webinar and the Department of Social Services official responses. These responses shall clarify the content of the webinar. In the event of any inconsistency between information provided during the webinar and information in this summary, the information in this summary shall prevail.

The presentation and all accompanying materials will be available, after April 6, 2012, on the DSS web site at <http://www.ct.gov/dss/cwp/view.asp?a=2352&q=431640>

GENERAL INFORMATION

1. Question: How does a person find out when an RFP is available?

Answer: All RFPs are available on the State Contracting Portal at <http://das.ct.gov/cr1.aspx?page=12>. They are also available on the DSS web site at <http://www.ct.gov/dss/cwp/view.asp?a=2345&q=304920>. In addition, DSS strongly recommends that any organization interested in State procurement opportunities subscribe to receive e-mail alerts from the State Contracting Portal at <http://das.ct.gov/cr1.aspx?page=12>. When you get to the page, look on the right hand side where it reads "Subscribe to receive a daily e-mail alert when new bids/RFP's are issued" and click on the "Subscribe" hyperlink. Subscribers receive a daily e-mail announcing procurements and addenda that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements.

2. Question: It would have been helpful if the "sample" RFP would have been made available prior to the webinar (maybe with one of the reminders) so we could have made notes on it during the presentation.

Answer: Understood. This will be noted for future webinars.

3. Question: Are the responses to the RFP submitted electronically or in hard copy?

Answer: An acceptable submission must include one (1) hard copy of the entire original proposal, the number of conforming hard copies specified in the RFP, and two (2) conforming electronic copies on two (2) separate compact disks (CDs). Any exceptions such as the annual financial statements, cost allocation plan, and financial procedures manual would be specified in the RFP.

MAIN PROPOSAL COMPONENTS

4. Question: If two questions in the same section ask for the same, or very similar info, should the answer be repeated, or can the other section be referred to?

Answer: If the same or similar information is requested in more than one section of the RFP, the information must be repeated in each corresponding section of the proposal, ***unless*** the RFP states that the respondent may cite information in other sections of the proposal instead of repeating it.

5. Question: If your organization is very small, e.g., a sole proprietorship, how do you present the information that seems to refer to a larger organization?

Answer: If a prospective respondent believes that information requested in the RFP does not apply to its organization, the prospective respondent is strongly encouraged to submit clarifying questions to the Official Contact for the RFP, in writing, before the due date for questions. The respondent should also state in the proposal that information requested in the RFP does not apply to its organization, explain why, and include any other information in the appropriate section(s) that supports the respondent's proposal.

Organizational Requirements

6. Question: To what does "Department Responsibilities" specifically apply?

Answer: A responsive proposal must identify any specific support the respondent would need from DSS to perform the services requested, under the contract that would result from the RFP. [See Section III.C.1 of an RFP (Proposal Information/Main Proposal Components/Organizational Requirements).] If the respondent would need no support from DSS, the respondent should state such in the proposal. Not responding to this requirement will result in a lower overall score for the Organizational Requirements section of the respondent's proposal.

Staffing Requirements

7. Question: So often the proposal asks for resumes and staffing...when this is for a new program and staff are to be hired, how is this best answered in the RFP?

Answer: A responsive proposal must include information about the number and qualifications of staff the respondent intends to employ to deliver the services required by the RFP. The staffing requirements are specific to each RFP. For program staff that are not currently employed by the respondent, such requirements may include: the position titles that will be assigned to the program; the proportion of time (**Full Time Equivalent**) that staff will allocate to the program; job descriptions; and/or a strategy to recruit, hire, and train staff that possess the qualifications specified in the job descriptions. If any of the staffing requirements in the RFP are unclear or a prospective respondent believes they do not apply to its proposed staffing plan, the prospective respondent is strongly encouraged to submit clarifying questions to the Official Contact for the RFP, in writing, before the due date for questions.

8. Question: wondering if you give more weight to a proposal that identifies existing staff who will be in place vs. having to hire new

Answer: No.

COST PROPOSAL COMPONENTS

Financial Requirements

9. Question: Re: two most recent financials, is it a problem if the most recently completed financials are 3 years old? Current audit is not yet completed based on the RFP submission date

Answer: The financial requirements are specific to the RFP. If the financial statements for the two most recent fiscal years are not available, the prospective respondent is strongly encouraged to submit clarifying questions to the Official Contact for the RFP, in writing, before the due date for questions **unless** the RFP states that the respondent may submit comparable statements.

PROPOSAL OUTLINE

10. Question: Does DSS prefer that all the sections (e.g., section 1 a....b...c...) in rewritten the proposal? Or do we just write the head of the section (e.g., Section 1)? Which is preferred?

Answer: All the sections and subsections specified in Section IV of the RFP must be identified in the proposal, in the order specified, using the given lettering and numbering.

11. Question: Is a council resolution needed?

Answer: DSS does not require a resolution to be submitted with the proposal.