

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
450 Columbus Boulevard, Hartford, CT 06103

BID NO.: 18PSX0208
Bid Due Date: 25 January 2019
Date Addendum Issued: 15 January 2019

PLEASE NOTE:
This document has been marked as "Returnable". Electronic submittal of this document indicates that your company has read and accepted any modifications to the bid that are contained in this Addendum.

BID ADDENDUM #1

DESCRIPTION:

Connecticut Information Sharing System (CISS) IV&V Project Health Checks Services

FOR:

Connecticut Criminal Justice Information System (CJIS)

BIDDERS NOTE:

- **Responses to submitted bid questions below:**

Question 1: On page 6 in Exhibit A indicates that the contractor would participate in bi-weekly governance meetings. Is our bi-weekly participation limited to the time that we are actively involved each quarter, or is the expectation that the contractor participate in all 26 of these meetings annually for the duration of the project?

Response: Yes, that the contractor will need to participate in all of the 26 meetings commencing from the effective date of the contract.

Question 2: On page 6 of the Invitation to Bid, Scope Section, How is this work different than what was on the expired Contract #16PSX0160 in effect from 9/23/2016 through 9/23/2018 and the 2014 and the 2016 project health check services initiative, if at all?

Response: No difference.

Question 3: Budget - Can you share the maximum budget for this project?

Response: No, in the previous contract the annual project cost was \$83,620.00 for this service.

Question 4: Project Schedule - Will this project be for one year only? Please provide estimated start and end dates for this project.

Response: DAS anticipates that this service will be required for a minimum of one (1) year (4 quarters) and it is possible that the Client Agency may have a need for this service to be continued for an additional year if the project continues to be funded. The contract will commence upon contract award the "Effective Date" through the term of the contract.

Question 5: General - What is the anticipated duration of the project?

Response: It is anticipated that this project will last a minimum of one (1) year to two (2) years depending on project funding.

Question 6: General - A best practice for this type of work includes a combination of surveys and in-person stakeholder fact-finding meetings, however, the ITB indicates that only surveys are required. Do you also require stakeholder fact-finding meetings as part of this project or you prefer fact-finding to be via survey only?

Response: The requirement is in-person meetings with each stakeholder to get the answers to survey questions that are scored for report to CJIS Governing Board. The in-person interview allows for non-interview questions or comments as well.

Question 7: General - Is the incumbent vendor allowed to bid for this work?

Response: Yes, the incumbent vendor will be allowed to bid on this work which is not currently under contract.

Question 8: The pricing schedule identifies 4 deliverables, but the solicitation indicates that this will need to take place multiple quarters. Do you have a sense of how many quarters this will occur so we can adequately plan pricing in follow-on quarters or, alternately, is there a yearly consideration that we can provide for price uplifts?

Response: DAS anticipates that this service will be required for a minimum of one (1) year (4 quarters) and it is possible that the Client Agency may have a need for this service to be continued for an additional year if the project continues to be funded. No price increases will be allowed on this Contract and we are looking to have pricing broken out as follows:

Exhibit B Price Schedule Item 1: Project Health Check Services Engagement Plan – Awarded Contractor to provide an Annual Price for the Engagement Plan

Exhibit B Price Schedule Item 2: Quarter Annual Project Health Check Services Report – Awarded Contractor to provide a Health Check Service Report four (4) Times annually

Exhibit B Price Schedule Item 3: CJIS Governing Quarterly Board Meetings Attendance – Awarded Contractor to attend four (4) Quarterly Board Meetings annually

Exhibit B Price Schedule Item 4: Bi-Weekly Governing Meeting Participation – Awarded Contractor to participate in twenty-six (26) Governing Meetings annually

- **Bid will close on Friday, January 25, 2019 at 2:00 pm Eastern Time.**