

The Connecticut General Assembly

Joint Committee on Legislative Management

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January 28, 2020

TO: All Respondents of Record

FROM: **Rachel L. Meddar**

RE: Responses to Questions and Clarifications
Contract #: JCLM20REG0032 – Workplace Violence Prevention Training Services

The following Request for Proposal (RFP) questions, answers and clarifications are provided to those who have received the Connecticut General Assembly's RFP for the above referenced Request for Proposal.

Thank you for your continued interest in the Connecticut General Assembly procurements.

JOINT COMMITTEE ON LEGISLATIVE MANAGEMENT

QUESTIONS AND ANSWERS

1. Please note that the deadline for receipt of all responses is **February 11, 2020 at 12:00 pm (noon)** at the Office of Legislative Management, Room 5100 Legislative Office Building, 300 Capitol Avenue, Room 5100; Hartford, Connecticut 06106-1591. The CGA reserves the right to reject any proposal responses received after the above referenced date.

2. Is there a listing of what is to be submitted with the responses?

Part D of the Request for Proposal includes a list of required elements that shall be included in all responses. **Any response not including these elements is subject to disqualification.**

3. An amendment to the Pricing Page of the RFP (Attachment A) is as follows:

Training Program	Per Session Charge (2 Hour Sessions)
Workplace Violence Prevention Training Program	\$
Total Cost	\$

Pricing provided for the per session charge should be based upon **two-hour** sessions.

4. How many training sessions do you anticipate the awarded contractor will provide during the contract period?

The number of training sessions that the awarded contractor will provide approximately two to three training sessions per year, so approximately ten to fifteen training sessions during the contract period.

5. Is there a current workplace violence prevention program in place? If so, what does it consist of?

There is a current workplace violence prevention program in place; however, we are looking to update the current curriculum to include interactive opportunities for adult learners to participate in the training. The current course description is as follows:

This workshop gives managers and employees the information and tools they need to handle conflict, anger, and aggression in the workplace. It includes the definition and demographics of workplace violence, factors that contribute to workplace violence, signs of a potentially violent employee or individual, and skills to de-escalate a potentially violent situation.

The program includes a discussion of active shooter scenarios and an outline of "Run, Hide, Fight" model for responding to an active event. It incorporates a discussion of the reactions in the workplace in the aftermath of a violent event and concludes with a variety of case studies.

6. What is the desired length for each training session?

The desired length for each training session is two hours.

7. Is the CGA willing to have multiple training programs scheduled in the same day? (i.e. a morning session and an afternoon session)

It is possible but highly unlikely that the CGA will have multiple training sessions scheduled in the same day.