**Addendum 2**

**STATE OF CONNECTICUT**

**DEPARTMENT OF SOCIAL SERVICES**

**Asian-Based Domestic Violence Service Program**

**Request for Proposals**

**ABDV\_RFP\_022020**

The State of Connecticut Department of Social Services is issuing **Addendum 2** to the **ABDV\_RFP\_022020.**

**Addendum 2 contains:**

* Revision of Section I.A.2. Summary. Due to COVID-19 pandemic, the Department has revised the term of the work[[1]](#footnote-1) and the estimated funding.
* Revision of Section I.C.6. Procurement Schedule. Due to COVID-19 pandemic, the Department has revised proposals due date[[2]](#footnote-2), award decision date, and contract start date[[3]](#footnote-3).
* Revision of Section IV.C.5.a. Budget. Due to COVID-19 pandemic, the Department has revised Year 1 budget to 9 months.
* Questions submitted by interested parties after the deadline and the official Responses. These Responses shall amend or clarify the requirements of the RFP as per Section I.C.7. Inquiry Procedures.
* Addendum Acknowledgment Sheet to be signed and returned by Respondents as per RFP Section I. C.7. Inquiry Procedures.

In the event of an inconsistency between information provided in the RFP and information in these Responses, the information in these Responses shall control.

* Section I.A.2.Summary of the RFP has been revised to read as follows:

**Summary.** The Department of Social Services (DSS) is seeking proposals from Asian culture-based organizations and agencies qualified to address the shortage of Domestic Violence services for persons of Asian descent, as well as the barriers that immigrant Asian women and men face when they are experiencing Intimate Partner Violence (IPV). The term of the work shall be 2 years and 9 months from October 1, 2020 through and including June 30, 2023. There shall be two (2) extensions for 2-year options that may be exercised at the sole discretion of the Department. The estimated funding available through this RFP is $275,000 as follows:

|  |  |
| --- | --- |
| For the Period | Amount |
| 10.01.2020 to 06.30.2021 | $75,000 |
| 07.01.2021 to 06.30.2022 | $100,000 |
| 07.01.2022 to 06.30.2023 | $100,000 |

* Section I.C.6 Procurement Schedule of the RFP has been revised to read as follows:

**Procurement Schedule**. The Department has amended the procurement schedule. This change will be posted on the State Contracting Portal and the Department’s RFP Web Page.

|  |  |
| --- | --- |
| * RFP Released | 02.21.2020 |
| * Deadline for Questions | 03.06.2020 |
| * Answers Released | 03.13.2020; 04.09.2020 |
| * Proposals Due | 06.30.2020 |
| * \*Award Decision (tentative) * \*Start of Contract (tentative) | 08.20.2020  10.01.2020 |

* Section IV.C.5.a. Budget of the RFP has been revised to read as follows:

a. Budget. To submit a responsive proposal, the Respondent shall provide an annual line-item budget for a **two (2) year and 9 months contract term**, defined as the contract period beginning **October** **1, 2020 through June 30, 2023** using the [**BUDGET ABDV RFP\_ 022020**](https://portal.ct.gov/-/media/Departments-and-Agencies/DSS/DSS-RFPs/ABDV-Budget-02212020.xlsx?la=en), embedded as a hyperlink. The budget form will provide:

i. the cost for each contract year:

Year One (1) for 9 months - 10/01/2020 - 06/30/2021

Year Two (2) - 07/01/2021 - 06/30/2022

Year Three (3) - 07/01/2022 – 06/30/2023

ii. a total cost for the contract period, 10/01/2020 - 06/30/2023.

The budget shall include line items for all expenses to be incurred through the delivery of services. The Respondent’s total administration costs shall not exceed 15 percent of the total funding request per contract year and the total anticipated contract period. In addition, the Contractor’s total administration costs shall not exceed 15 percent of the quarterly expenditures reported. The remaining balance of the total funding request shall be for the activities required by this RFP.

* **QUESTIONS AND RESPONSES**

1. **Question: I have been informed by our Finance Manager that the budget forms do not include a line for administrative costs. We would, therefore, like to know if we should include admin under “Other Project Expenses” or should we add a category for the admin?**

**Response: The budget template has been updated and can be accessed at** [**BUDGET ABDV RFP\_ 022020**](https://portal.ct.gov/-/media/Departments-and-Agencies/DSS/DSS-RFPs/ABDV-Budget-02212020.xlsx?la=en)**.**

1. **Question: In the reference section, the RFP states, “Three letters of reference, preferably from within the last five (5) years of professional work that are of similar scope and focus.” Does that mean that the letter can be up to five years old as long as the work is comparable?**

**Response: No. The Reference should be current. However, preferably it should state the professional work that is similar in scope and focus conducted within the last five (5) years.**

1. **Question: With so many people working from home, can we just give you names of our references if we cannot get letters with signatures to you on time?**

**Response: No. You should provide References as per the RFP, Section IV.C.4.**

**Addendum 2 Acknowledgment**

**State of Connecticut**

**Department of Social Services**

**Asian-Based Domestic Violence Service Program**

**Request for Proposals**

**ABDV\_RFP\_022020**

**Addendum 1 issue date: 04/09/2020**

**This Addendum acknowledgement must be signed and returned with your submission.**

Authorized Official Signature

Name of Authorized Official

Name of Organization

1. All references in the RFP to the term 2 years and 11 months shall be revised to reflect 2 years and 9 months [↑](#footnote-ref-1)
2. All references in the RFP to the proposal deadline/due date of 04.13.2020 shall be revised to reflect 06.30.2020. [↑](#footnote-ref-2)
3. All references in the RFP to the contract start date of 08.01.2020 shall be revised to reflect 10.01.2020. [↑](#footnote-ref-3)