



**ADDENDUM NO. 1
Issued April 3, 2014**

TO

**REQUEST FOR PROPOSALS
("RFP")**

FOR

**COMPUTER INFORMATION CONSULTING SERVICES
(RFP Number 14-IT-001)
(RFP Issued February 24, 2014)**

Note: Proposers are required to acknowledge this and all Addenda in Section 5(a) of the Proposal Form.

1. ANSWERS TO SUBMITTED QUESTIONS

This Addendum consists of the Connecticut Resources Recovery Authority's responses to written questions that were received by CRRA by 3pm, Thursday, March 28, 2014.

1.	Question	When you are asking for the total number of Professional Employees on the Business Information form, do you want managerial staff included or just the standard EEO professionals?
	Answer	The number of professional employees should exclude management and clerical staff that would not be directly providing the professional services contemplated in the RFP. If, because of a firm's size or structure, a staff person has a role in which they are both management and also would be among the staff providing the professional computer information consulting services, those staff should be included.
2.	Question	I would like to know if as an international participant can participate for the above tender or not.
	Answer	If a firm was able to sufficiently demonstrate that it was able provide the services contemplated in the scope of services, including on-site services; and if the firm is properly licensed to do business in the United States and in the state of Connecticut, the location of the firm's corporate offices would not preclude the firm from participating in this RFP.
3.	Question	Will these consultants be only for on-call or will they be used as staff augmentation for a sustained period of time?
	Answer	Prospective proposers are directed to the Scope of Services (Exhibit A of the Form of Agreement, included as Section 7 of the RFP Package Documents), particularly item 2.1 of that Scope of Services.
4.	Question	Since we are located in Maryland and are an MBE certified by MDOT, I would like to ask you that is this solicitation is open to all vendors or only selective vendors? Does any type of certification is needed for participation?
	Answer	For the purposes of this Agreement, the definition of Minority Business Enterprise and/or Small Business Enterprise are governed by section 4a-60g of the Connecticut General Statutes and described on page 2 of the Questionnaire Concerning Affirmative Action, Small Business Contractors, and Occupational Health And Safety Form (Section 4.7 of the RFP Package Documents). This solicitation is open to all qualified vendors, but a vendor's SBE/MBE status will be used as a criterion in the evaluation of proposals. Vendors who qualify as Small Business Enterprises and/or Minority Business Enterprises are encouraged to submit proposals.
5.	Question	Will you award this to a single vendor or Multiple vendors? If multiple, then how many?
	Answer	While CRRA expects to enter into an agreement with a single vendor at the conclusion of this RFP Process, CRRA reserves the right to award an agreement to more than one firm, if CRRA in its sole discretion, believes it to be in CRRA's best interest. CRRA makes no guarantees that any proposal will result in an agreement.

6.	Question	Out of the four types of services listed in the RFP (Field technician, Microsoft system engineer, Cisco system engineer & Web page design specialist) can we only bid on the services that we work on and leave other services?
	Answer	If a firm does not provide all of the services included in the Scope of Services (Exhibit A of Section 7 of the RFP Package Documents), firms may submit a proposal for those services that they do provide. See the answer to Question 5 of this Addendum 1 for additional details.
7.	Question	How many resources/resumes for each type of services do we need to send?
	Answer	One for each copy of the proposal submitted, as per Section 10 of the Instructions to Proposers (Section 2 of the RFP Package Documents)
8.	Question	The three references that we need to provide under Proposal Form 5 (Reference Form), do we have to provide 3 references for each type of services that we are bidding. OR, we just need to put 3 cumulative references.
	Answer	References should portray the range of services provided by the Proposer that most closely relate to this RFP. If a proposer feels that 3 cumulative references do not adequately demonstrate that range, they are encouraged to submit additional reference forms to reflect the different types of services.
9.	Question	Can the work be performed offsite or onsite work is mandatory.
	Answer	CRRA expects that at least a portion of the work will be performed on site.
10.	Question	Can some part of the services like Web page design work be undertaken from offices outside Continental USA.
	Answer	CRRA expects that at least a portion of the work will be performed on site.
11.	Question	Can you confirm that under the Proposal Form 2 (Proposal Payment Rate Scheduled Form), what to fill in the "Staff Level" column of the Table, and what to fill in the "Title" column of the Table.
	Answer	Staff level should be used to differentiate the different levels or grades of professional positions within a firm, especially where such levels are not obvious from the title.
12.	Question	In Proposal Form 2, what is meant by "Word Processing" & "Copying" under Ancillary Services. Is it Typing Speed or something else.
	Answer	During the term of the agreement, if any of the Services or Additional Services requires the successful Proposer to prepare documents or reports, it is expected that the clerical word processing costs and copying costs of preparing such reports is identified in the Agreement.
13.	Question	Can we get additional 1 Week extension in Proposal Due date as if we get your response to our Written Questions on Friday, April 4, 2014 from your end, than it may be difficult for us to complete the response and send you so as to reach by 10th April.
	Answer	CRRA is NOT extending the due date at this time.

14.	Question	In the Proposal Form 4 (Personnel Background & Experience Form), we are not sure what to fill in the "Staff Level" field. Also in "Probable Area of Responsibility" filed, the instruction to fill that field given in Page 1 of this form is not clear.
	Answer	Staff level should be used to differentiate different grades of professional positions within a firm. These staff levels should correlate to the staff levels used in Proposal Form 2 (see answer 12 of this Addendum 1 for more information).

END OF ADDENDUM 1