



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

**TO**

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

**FOR**

**ORGANIZATIONAL REVIEW SERVICES**

**(RFP Number 14-HR-002)  
(RFP Issued March 17, 2014)**

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

## 1. ADMINISTRATIVE CORRECTIONS TO RFP PACKAGE DOCUMENTS

As per this Addendum 1, the following administrative corrections are hereby made to the RFP Package Documents

### 1.1 Revised Instructions To Proposers

#### 1.1.1 Section 2

The RFP as currently posted on the CRRA website is correct but but if you downloaded the PDF copy of the RFP from the CRRA website prior to 9:50am on 3/18/14, there is one administrative correction to be aware of.

The due date for this RFP is April 10, 2014, as noted in several places throughout the RFP package documents. However, there is one spot on Section 10 of the Instructions to Proposers (Section 2 of the RFP Package Documents)(on p6 of 12) that, if you downloaded the document prior to 9:50 on 3/18/14, shows an incorrect due date. That administrative correction has been made and should now reflect the April 10<sup>th</sup> due date.

#### 1.1.2 Section 10

The fourth paragraph of Section 10 of the Instructions to Proposers (Section 2 of the RFP Package Documents) is hereby changed to read:

“Each proposal (the original and three copies) shall be enclosed in a sealed envelope that shall be clearly marked “Proposal For Organizational Review Services.””

### 1.2 Revised Business Information Form

Attached hereto and incorporated herein is a revised Business Information Form

## 2. 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, Monday, March 31, 2014.

1.	Question	In order to assess the role of each individual at CRRA, will we need to visit all offices, or can we request your staff to meet us at a central location, in order to save time and costs?
	Answer	Proposers should detail the access they believe they would require to CRRA staff in Section 1 of The Issues And Questions To Be Addressed Form (Section 4.3 of the RFP Package Documents).
2.	Question	Is there any particular issue driving this RFP that would help us better align our proposed efforts to CRRA’s larger objectives?
	Answer	Current proposed legislation could change the look of CRRA and we are preparing for any personnel matters that may arise from this legislation.
3.	Question	What is your timeline to start and complete this project?

	Answer	Project to start around June 1, 2014 and end by August 1, 2014.
4.	Question	Is there a budget or not-to-exceed cost cap on this review?
	Answer	To-be-determined based on submittals.
5.	Question	The Scope of Services states a staffing level of 43, are these all in Hartford or are they dispersed about the State?
	Answer	Primarily in Hartford at either 100 Constitution Plaza or 211 Murphy Road.
6.	Question	Of the 43 FTE, are any of them operations staff at any of the CRRA-managed or other CRRA-inspected facilities?
	Answer	CRRA facilities are operated and maintained via O&M agreements with private contractors who provide those O&M services. Correspondingly, the preponderance of staff in CRRA's Operations & Environmental Affairs division are in an oversight, analyst, or enforcement role.
7.	Question	Is there a specific timeline (duration) set for this study? e.g., not-to-exceed 120 days or must be completed by XXXX XX, 2014
	Answer	From commencement, we are looking to have the finished product with 60 days.
8.	Question	Does CRRA want to have the Non-Financial Forms in a separate volume from the Cost Proposal related forms or should all of the required documents be in a single volume?
	Answer	All of the documents should be in a single volume.
9.	Question	There does not seem to be a section that requires a "technical" approach write-up regarding the consultant's proposed methodology? Have I missed it?
	Answer	No. Proposers should select a methodology that is appropriate and defensible based on the size of CRRA and the scope of the project. The technical approach will be reviewed prior to the commencement of the review.
10.	Question	Various Forms that require the form to be signed before a Notary Public or Commissioner of the Superior Court, will a Notary Public registered with the Commonwealth of Virginia be acceptable?
	Answer	Yes.
11.	Question	In 2013, an operational review of CRRA was conducted by Cohn Reznick. Is it possible to get a copy of the results of the study?

	Answer	As mandated by Public Act 13-285, the Connecticut Department of Energy and Environmental Protection (DEEP) initiated an audit of the Connecticut Resources Recovery Authority. DEEP engaged Cohn Reznick to perform a comprehensive Operational Review of the Connecticut Resources Recovery Authority. A copy of that report can be found on the DEEP website at:  <a href="http://www.ct.gov/deep/lib/deep/waste_management_and_disposal/solid_waste/transforming_matls_mgmt/resources_recovery_task_force/crra_operational_review_report_110813.pdf">http://www.ct.gov/deep/lib/deep/waste_management_and_disposal/solid_waste/transforming_matls_mgmt/resources_recovery_task_force/crra_operational_review_report_110813.pdf</a>
12.	Question	Would Cohn Reznick be allow to bid on this RFP?
	Answer	Yes.
13.	Question	Do references have to be of similar operations as CRRA?
	Answer	References should to the extent possible help CRRA to determine a Proposer's ability to perform the services on behalf of CRRA.
14.	Question	In Section 3.2, item 3.2.1 it states that consultant must submit a lump sum payment for services after services are completed. Is it correct to assume that CRRA is only looking for one invoice after the study is fully completed and submitted? If yes, is this a negotiable position during contract negotiations?
	Answer	As long as the consultant does not exceed the agreement costs, multiple invoices could be acceptable after the completion of the project. We do not want invoices submitted as expenses occur during the project.
15.	Question	<b>Q. On the Price Proposal Form, under Section 3.1 – Doing Business Costs (part 2), Bullet 4</b> appears to prohibit all long-distance travel costs regardless of purpose.  <i>Please clarify: The interpretation that the inclusion of long-distance travel <u>during</u> the study to visit remote CRRA sites or stakeholders should not be included in the Lump Sum Price, which is reasonable. The table, however, does not address where to include the cost of travel to Hartford from the Consultant's office for on-site meetings and interviews of staff, if the Consultant's office can be a "long-distance," i.e., beyond economical driving distance.</i>
	Answer	Section 3.1 of the Proposal Price Form (Section 4.4 of the RFP Package Documents) is not intended to prohibit travel from consultant's offices to CRRA offices, but rather to provide CRRA oversight over such travel costs, including but not limited to ensuring that any proposed travel costs comply with CRRA's Travel And Expense Reporting Policy (Included as Section 7D of the RFP Package Documents [Exhibit D of the Form of the Agreement])
16.	Question	<b>Q. On the Price Proposal Form, under Section 3.2 - BILLING RATES,</b> in the Ancillary Services table, only vehicle mileage is listed as a travel option.  <i>Please clarify: As an out-of-town firm, are we permitted to include our long distance travel costs, e.g., airfare (round trip DC to Hartford), rental car, lodging, lodging tax, per diem (other), and any other allowable travel costs, in that Ancillary Services table <u>as part of the proposed Lump Sum Price</u>?</i>

	Answer	In Section 3.2 of the Proposal Price Form (Section 4.4 of the RFP Package Documents), firms should include any ancillary services they are proposing to include in their price, subject to Section 3.1 of the Proposal Price form and CRRA’s Travel and Expense Reporting Policy (Included as Section 7D of the RFP Package Documents [Exhibit D of the Form of the Agreement]). Proposed travel expenses other than travel in firm-owned vehicles should be included in the portion of the Ancillary Services table labeled “Any Other Services For Which You Routinely Bill.”
17.	Question	<p><b>Q. On the form entitled “Questionnaire Concerning Affirmative Action, Small Business Contractors and Occupational Health and Safety,” Question 4A “Has the Affirmative Action Plan been approved by the CHRO?,” implies that only CHRO approved AA Plans are acceptable.</b></p> <p><i>Please clarify: Our Affirmative Action Plan is reviewed and approved by the Federal Government because we have both Federal and State level clients. Will an AA Plan approved by the Federal Government be accepted in place of a CHRO-approved plan or must our AA Plan be submitted to CHRO in advance of proposal submission for approval? Or would we only submit our AA Plan to CHRO if we are awarded the contract?</i></p>
	Answer	<p>A written affirmative action plan is not required in order to submit a proposal. Information about CHRO’s contract compliance programs can be found on the CHRO website at:</p> <p><a href="http://www.ct.gov/chro/taxonomy/v4_taxonomy.asp?DLN=45583&amp;chroNav= 45583 ">http://www.ct.gov/chro/taxonomy/v4_taxonomy.asp?DLN=45583&amp;chroNav= 45583 </a></p>
18.	Question	<p><b>Q. On the form entitled “Questionnaire Concerning Affirmative Action, Small Business Contractors and Occupational Health and Safety,” Question 5. “Does the Contractor have an apprenticeship program complying with RCSA 46a-68-1 through 46a-68-17?” requires a Yes or No response.</b></p> <p><i>Please clarify: As a management consulting firm that requires a college degree for our Organizational, Management, and Engineering analyst positions, we do not use an Apprentice system as described in the statutes. Should a firm like ours answer this as a NO, or is there a preferred way to respond to this as N/A (not applicable)?</i></p>
	Answer	If a firm does not have an apprentice program, it should answer “NO.”

**END OF ADDENDUM 1**