



**ADDENDUM NO. 1  
Issued June 13, 2011**

**TO**

**REQUEST FOR PROPOSALS  
FOR  
COMPUTER INFORMATION CONSULTING SERVICES  
(RFP Number 12-IT-001)  
(RFP Issued May 23, 2011)**

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

This Addendum consists of the following:

- (a) A change to the Proposal Due Date and the Scope Of Services that is being made by the Connecticut Resources Recovery Authority (“CRRA”); and
- (b) CRRA’s responses to questions that were received by CRRA by 3:00 p.m., June 8, 2011, the deadline specified in the Instructions To Bidders for the submission of written questions.

**1. CRRA INITIATED CHANGES**

CRRA is hereby making the two following changes to the RFP Package Documents:

- (a) **Proposal Due Date** – The Proposal Due Date is changed to Thursday, June 23, 2011. Proposal are due at CRRA’s office by 3:00 p.m. on that date. This change affects the Notice To Firms – Request for Proposals and the Instructions To Bidders.
- (b) **Scope Of Services** – The Scope Of Services is changed by adding to Section 1.2, “Scale Houses,” the following bullet:
  - Stratford Recycling Center, 1410 Honeyspot Road Extension, Stratford, CT 06615

**2. RESPONSE TO QUESTIONS**

<b>2.1</b>	Question	Does a proposer need to be able to provide all of the services specified in the Scope of Services?
	Answer	Yes, a proposer must be able to provide all of the services specified in the Scope Of Services.
<b>2.2</b>	Question	With regards to SEEC Form 11, is there a form to be filled out or is this just a notice of information with no form required?
	Answer	SEEC Form 11 is just a notice of information with no form to be filled out by a proposer.
<b>2.3</b>	Question	Must a proposer be licensed to do business in Connecticut?
	Answer	Yes, a proposer must be licensed to do business in Connecticut.

<b>2.4</b>	Question	Is there a requirement that a proposer be under a state contract in order to submit a proposal.
	Answer	No, there is no requirement that a proposer be under a State of Connecticut contract in order to submit a proposal.
<b>2.5</b>	Question	Is it acceptable if a proposer can provide the technical and consulting services detailed in the RFP, but partners with an affiliate to provide webpage design, development and ongoing maintenance?
	Answer	Yes, such an arrangement for webpage services is acceptable.
<b>2.6</b>	Question	What is the work status requirement (Work Visa/Green Card/Citizenship) of the professionals who would be sent to work with the CRRA team?
	Answer	The professionals who would provide the Services to CRRA must meet all applicable work status requirements of the United States and the State of Connecticut.
<b>2.7</b>	Question	Would the professionals who would be working with the CRRA team need to have any kind of certification?
	Answer	CRRA is not requiring that the professionals who would provide the Services have any particular certifications, but appropriate certifications are desirable. If the professionals do not have appropriate certifications, the proposer would have to demonstrate that they have experience equivalent to that needed to attain an appropriate certification.
<b>2.8</b>	Question	Would the interview which will be conducted on June 29 <sup>th</sup> be for the proposer company (presentation of the project) or with the professionals that will be working on site/off site with the CRRA team?
	Answer	If CRRA decides to conduct interviews, it will be up to the proposer to determine who should represent the proposer in the interview. The proposer should select those individuals to represent it in the interview whom the proposer believes will best convey to CRRA the ability of the proposer to provide the Services.

<b>2.9</b>	Question	What is the procedure to change the team members/professionals that will be sent to CRRA for completion of this project after the interview on June 29, 2011?
	Answer	If the proposer desires to change the team members/professionals identified in its proposal at any time after it has submitted its proposal to CRRA, but prior to the execution of the Agreement, it can do so by notifying CRRA of the change and providing the appropriate resumes. CRRA retains the right to review the impact any such change might have on CRRA's evaluation of a proposal and, ultimately, to change its selection of a preferred proposer based on such a re-evaluation.
<b>2.10</b>	Question	What is the procedure that the proposer needs to follow if the proposer hires professionals with similar skills and experience from another non-bidding company to be placed on this project?
	Answer	It is up to the proposer to determine how and where it acquires the services of the professionals it includes in its proposal. If the proposer desires to change the professionals identified in its proposal after the proposal has been submitted to CRRA, please refer to Question 2.9 above.
<b>2.11</b>	Question	What is the procedure that the proposer needs to follow if the proposer hires professionals with similar skills and experience from another non-bidding company to be placed on this project after the proposal is awarded?
	Answer	If the proposer desires to change the team members/professionals identified in its proposal at any time after it has submitted its proposal to CRRA, but prior to the execution of the Agreement, it can do so by notifying CRRA of the change and providing the appropriate resumes. CRRA retains the right to review the impact any such change might have on CRRA's evaluation of a proposal and, ultimately, to change its selection of a preferred proposer based on such a re-evaluation.
<b>2.12</b>	Question	Would the professional who will be working on this project with the CRRA team need to be on the proposer's W2?
	Answer	CRRA will pay the successful proposer for the Services provided. The successful proposer will be responsible for paying the professionals it uses to provide the Services.

<b>2.13</b>	Question	With regard to the insurance requirements of the Agreement, is there a Workers' Compensation amount/limit that CRRA is aiming for?
	Answer	The ACCORD 25 form, "Certificate of Liability Insurance," has a section for "Workers Compensation and Employers' Liability," and that section has a box for "WC Statutory Limits." A proposer must ensure that the "WC Statutory Limits" box is checked on the "Certificate of Liability Insurance" submitted with its proposal and subsequently submitted in response to the "Notice of Award." CRRA also requires Employers' Liability insurance (which is part of most workers' compensation policies). The ACORD certificate needs to be completed in accordance with CRRA's specified limits (\$500,000/accident, \$500,000/disease-each employee and \$500,000/disease-policy limit).
<b>2.14</b>	Question	What is the procedure for withdrawal? Is there a form that needs to be filled? If yes, where can the form be found? Is there a Fee for Withdrawal of the proposal before June 22 <sup>nd</sup> 2011?
	Answer	As specified in Section 13 of the Instructions To Proposers, proposals may be modified or withdrawn by an appropriate document duly executed and delivered to CRRA's office at any time prior to the Proposal Due Date. There is no form to be filled out to withdraw a proposal, but the document withdrawing a proposal must be executed in the same manner that a proposal must be executed. There is no fee for withdrawal of a proposal prior to the Proposal Due Date, which is June 23, 2011.
<b>2.15</b>	Question	Is there a fee for modification of the proposal after it has been awarded?
	Answer	There is no fee for modification of the successful proposer's proposal after the "Notice of Award" has been issued to successful proposer (but prior to execution of the Agreement), but CRRA may, in such a situation, rescind the "Notice of Award" and select a different proposer.
<b>2.16</b>	Question	What are the reparations/consequences that the proposer should be concerned about in the process of modification to the proposal after the proposal is awarded and when CRRA is not in confirmation of such modification?
	Answer	Please see the response to question 2.15 above.

<b>2.17</b>	Question	What is the consequence that the proposer should be concerned about in a situation where it has to withdraw after the bid is awarded?
	Answer	CRRA retains any legal rights it might have with respect to a proposer who withdraws its proposal after being issued a "Notice of Award." Depending on the circumstances associated with such a withdrawal, CRRA may vigorously pursue any such legal rights. If a potential proposer has a concern about the viability of its proposal, it should give serious consideration to not submitting a proposal.
<b>2.18</b>	Question	Is there a bidding fee that the bidding company needs to pay while sending in the proposal or after the award of the Bid?
	Answer	No, CRRA is not requiring proposal security in connection with this RFP.
<b>2.19</b>	Question	We have a Minority Business certificate from another state. Would we need to have a Connecticut Certificate as well, or would the Certificate from the other state suffice?
	Answer	In evaluating proposals, CRRA takes into consideration responses to the questions posed in the "Questionnaire Concerning Affirmative Action, Small Business Contractors and Occupational Health and Safety" (Section 9 of the RFP Package Documents). Questions 2 and 3 of the Questionnaire relate to small business enterprises and minority-owned business enterprises. Instructions and references related to these questions are provided on the second page of the Questionnaire.
<b>2.20</b>	Question	If we have any more queries after June 8 <sup>th</sup> 2011 or after June 14 <sup>th</sup> 2011 before the final proposal is submitted, what is the procedure (the contact person) to satisfy such queries?
	Answer	As specified in Section 9 of the Instructions To Proposers, requests for interpretation or clarification of the RFP Package Documents must be submitted in writing and must be submitted by 3:00 p.m., June 8, 2011. CRRA does not intend to respond to any written or verbal requests of interpretation or clarification of the RFP Package Documents submitted after 3:00 p.m., June 8, 2011.

**END OF ADDENDUM 1**