

Addendum 1
STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
SERVICES TO ASSIST LIMITED ENGLISH PROFICIENT PERSONS
BARRIERS TO SELF SUFFICIENCY
REQUEST FOR APPLICATIONS (“RFA”)
LEP BSS_RFA_06202025

The State of Connecticut Department of Social Services is issuing **Addendum 1** to the LEP BSS_RFA_06202025.

Addendum 1 contains:

- A.** Revisions
- B.** Questions submitted by interested parties and the official responses. These Responses shall amend or clarify the requirements of the RFA as per Section I.C.8. Inquiry Procedures.
- C.** Addendum Acknowledgment Sheet to be signed and returned by Respondents as per RFA Section I.C.8. Inquiry Procedures.

In the event of an inconsistency between information provided in the RFA and information in this response, the information in Addendum 1 shall control.

A. REVISIONS

The following sections of the RFA have been revised as follows:

- 1.** Section IV. REQUIRED APPLICATION SUBMISSION OUTLINE & REQUIREMENTS shall be amended to add a new introductory paragraph of page limitation for the following Sections:

Section	Labeled	Page Limit
I.D.3	Table of Contents	2 pages
IV.G.	Minimum Qualifications of Respondents	6 pages
IV.H.	Appendix 1 – 3 letters of reference	3 pages for each applicant organization/Respondent
IV.I.	Main Application	
IV.I.1.	The Organization	4 pages
IV.I.2.	Staffing and Supervision	5 pages
IV.I.3.	Project Summary	2 pages

IV.I.4.	Narrative Description for Each Proposed Project(s)	5 pages
IV.I.5.	Work Plan for the Proposed Project	5 pages

2. Section IV.H. Forms shall be updated to add the following language: Should a Respondent subcontract with an entity(ies) to provide direct client services or select to utilize any subcontractor(s), the Respondents must also provide three (3) letters of reference for the subcontractor(s). This requirement shall ensure that the direct service provider has experience with the provision of proposed services.

3. Section IV.I.6. Financial Requirements, is hereby amended to add an introductory paragraph as follows:

Should a Respondent choose to utilize a subcontractor(s) to provide client services, Audited Financial Statements must be provided for identified subcontractor(s). No additional information is required to be submitted from subcontractor(s) related to the following criteria: Financial Policies and Procedures, and Financial Capacity.

4. Section IV.I.6.d.(i.) Budget Subsection b) is hereby revised for accuracy.

b) The annual cost for each region should not exceed \$214,063.00 for each budget year submission.

B. QUESTIONS AND RESPONSES

1. **Question:** Can an organization be the lead applicant and fiduciary for five separate regional applications where each application includes a localized scope of work, demographic focus, partner relationships, and service design that will be implemented by a designated partner agency in the region?

Response: Please see Section I.C.10. Multiple Applications on page 8. Respondents must submit a separate application for each region served. Respondents may submit separate applications to serve different regions.

2. **Question:** Can the Department please clarify the following: “Applications must include a high-level summary not exceeding two pages of the main application and cost application.” Does this mean respondents can go beyond the page limit of the main application and cost application by 2 pages?

Response: Pursuant to Section IV. Required Application Submission Outline & Requirement, Subsection E., the Executive Summary must be submitted as a separate document in response to this RFA. It should comply with the criteria outlined in Section I.D.4. shall not exceed 2 pages.

3. **Question:** Apart from the Executive Summary, which has a page limit of 2 pages, can the Department confirm that the rest of the RFA does not have page limits? If there are page limits, can the Department clarify the page limits for each section of the proposal?

Response: Please see Section A. Revisions, Subsection 1. as added through this Addendum 1 to identify page limits for each subsection.

4. **Question:** The RFA states: “G. Minimum Qualifications of Respondents: The purpose of this subsection is to validate that the respondent meets the minimum criteria for a respondent as per Section I.C.6. The Applicant should list each requirement from Section I.C.6. and attest their compliance, or otherwise, and then provide the Department with a way to verify the information, e.g., list projects with references, link to published records to confirm experience.” What other examples can the Department give to verify the information given? What is an example of a “published record to confirm experience”?

Response: Examples of a published record can include but are not limited to the following: reports that reflect performed services, reports that highlight outcomes and achievements specific to identified services, published information, such as social media, recordings/transcripts, articles/newsletters, or any such record that demonstrates responsibilities and experience as identified in Section I.C.6. that could be made available for public review. Additional examples include any documented activities that demonstrate the Respondent’s experience providing services to address individual household’s barriers to self-sufficiency, as identified in Section I.C.6.

5. **Question:** Do collaborating or partnering organizations need to include proof of 501(c)(3) status or is that requirement only for the applicant organization/respondent?

Response: Yes. All collaborating or partnering organizations, as well as the applicant/respondent organization **MUST** provide proof of 501(c)(3) status to satisfy the submission requirements outlined in Section I.D.4. Executive Summary and Section IV.I.1.c.

6. **Question:** Do collaborating or partnering organizations need to include last-due annual reports filed with the Connecticut Secretary of State or is that requirement only for the applicant organization/respondent?

Response: Yes. Please refer to the submission requirements criteria outlined in Section IV.I.1.d.

7. **Question:** Can one (1) applicant submit a statewide proposal in response to the RFA? If one (1) applicant can submit a proposal would the submission need to be five (5) separate proposals (1 for each identified region)?

Response: Please see Section I.C.10. Multiple Applications. Respondents must submit a separate application for each region served. Respondents may submit separate applications to serve different regions.

8. **Question:** If a lead applicant for a region includes partners do the partnering agencies also have to provide all of the items under Section IV.H. Forms?

Response: Yes. Please see Section A. Revisions, Subsection 2. as added through this Addendum 1.

9. **Question:** If a lead applicant for a region includes partners, do the partnering agencies have to provide the items listed under Section IV.I.6. Financial Requirements subsections a. and b.?

Response: Please see Section A. Revisions, Subsection 3. as added through this Addendum 1.

10. **Question:** If a lead applicant for a region includes partners do the partnering agencies have to provide a claim of exemption from disclosure form and conflict of interest disclosure form?

Response: Yes.

11. **Question:** If a lead applicant for a region includes partners does the line item budget need to provide detailed information for the partnering agency?

Response: Yes, the line-item budgets must be submitted for subcontractor(s); as this detail will provide reviewers with fiscal information on how costs are being incurred. Please utilize the budget template provided for the Respondent and any subcontractor(s).

12. **Question:** Can the Department provide the most recent program year figure by region for individuals receiving these services?

Response: Unfortunately, current data is not aligned with regional service delivery areas. Thus, this information is not available.

13. **Question:** Can the Department provide the most recent program year achievement percentages by region for the outcomes and objectives listed under Section III.D.3. components a. through f.?

Response: Unfortunately, current data is not aligned with region service delivery areas. Thus, this information is not available.

14. **Question:** Can the Department release a scoring rubric or more detailed evaluation criteria to assist applicants in aligning proposals with funding priorities?

Response: Pursuant to Section I.E.4. Evaluation Criteria (and Weights), the weights of the 5 criteria are confidential.

15. **Question:** Can the Department specify the performance indicators or compliance milestones that would impact the two (2) optional one-year extensions?

Response: At this time, this information is not available as milestones are associated with funding availability and contract performance.

16. **Question:** Do we still need to submit the two (2) years of audits if they are already on file with the State?

Response: Yes, please refer to the RFA Section IV.6.a. Audited Financial Statements as amended per Section A. Revisions, Subsection 3. through this Addendum 1.

17. **Question:** Does the funding amount for each year need to be the same?

Response: Yes, please refer to Section III.C. Available Funding.

18. **Question:** Could a three (3) year proposal be submitted with different budget amounts per year as long as the total for the three (3) years doesn't exceed the maximum amount of \$642,189?

Response: No, please refer to Section III.C. Available Funding.

19. **Question:** Is a budget narrative required only for year one (1)?

Response: The budget narrative is only required for year one (1); but the budget detail must consist of all fiscal years, separately. The RFA is silent on the term associated with the budget narrative. Each respondent must review the submitted budget and ensure that the narrative aligns with proposed costs.

20. **Question:** Under Section IV.I. Main Application, 4. Narrative Description for Each Proposed Project(s), a): can the Department clarify what "Analysis data sets to support estimates" means?

Response: The analysis of data sets is specific to the activity that the Respondent utilizes to identify the proposed number of Clients to be served. The Respondent is required to identify the data set data source year and date, and the specific table reference from said source, to address the identification of the target population and the activities that will address gaps for LEP populations.

C. Addendum 1 Acknowledgment

**State of Connecticut
Department of Social Services
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BARRIERS TO SELF SUFFICIENCY
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LEP BSS RFA 06202025**

Addendum 1 issue date: 7/7/2025

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

Authorized Official Signature

Name of Authorized Official

Name of Organization