

Addendum 3
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 3** to the LEP BSS_RFA_06202025.

Addendum 3 contains:

- A.** Revisions
- B.** 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 3 shall control.

A. REVISIONS

The following sections of the RFA have been revised:

- 1.** Section I. General Information, Subsection C.7. Procurement Schedule shall be amended as follows:
 - C.7 Dates after the due date for application (“Applications Due”) are target dates only (*). The Department may amend the schedule, as needed. Any change will be made by means of an addendum to this RFA and will be posted on the State Contracting Portal and the Department’s RFA Web Page.

Milestones	Ending Dates
RFA Released	June 20, 2025
Deadline Questions Due by 4:00 PM EST	June 27, 2025
(*) Responses to Questions	July 3, 2025
Applications Due by 4:00 PM EST	July 25, 2025
(*) Start of Contract (Implementation)	October 1, 2025

2. Section I. General Information, Subsection C.9. Application Due Date and Time shall be amended as follows:

C.9. The Official Contact is the only authorized recipient of applications submitted in response to this RFA. Applications **must** be **received** by the Official Contact on or before the due date and time.

- **Due Date: July 25, 2025**
- **Time: 4:00 P.M. EST**

The submission of the electronic copy of the application must be emailed to the Official Agency Contact for this RFA at dss.procurement@ct.gov.

The subject line of the email **must** read: **LEP BSS RFA 06202025**

Applications received after the due date and time will be ineligible and will not be evaluated. The Department will send a notification alerting late respondents of ineligibility.

THIS IS AN ELECTRONIC SUBMISSION. Please be aware of the amount of time it may take for an electronic submission to be sent from one server and accepted by another server. Each file sent to the Official Contact, shall not be larger than 35 MB per e-mail.

An acceptable submission must include the following: One (1) conforming electronic copy of the original application. The application submission via email must be complete, properly formatted and outlined, and ready for evaluation by the Evaluation Committee. Unsigned applications will not be evaluated.

The electronic copies of the application shall be compatible with Microsoft Office Word except for the Budget and Budget Justification, which may be compatible with Microsoft Office Excel. Additionally, the documents identified in the RFA (Section IV. H and IV.I.6.a- IV.I.6.c) may be submitted in Portable Document Format (PDF) or similar file format.

The due date revision is being reflected in each section stated in the original LEP BSS RFA 06202025.

3.Section IV. Required Application Submission Outline & Requirements shall be amended to clarify page limitation for the following Sections:

Section	Labeled	Page Limit
I.D.3	Table of Contents	2 pages per regional application
IV.G.	Minimum Qualifications of Respondents	6 pages per regional application
IV.H.	Appendix 1 – 3 Respondent letters of reference and 3 letters of reference for each subcontractor(s) as applicable	1 page per letter of reference
IV.I.	Main Application	
IV.I.1.	The Organization	4 pages per regional application
IV.I.2.	Staffing and Supervision	5 pages per regional application
IV.I.3.	Project Summary	2 pages per regional application
IV.I.4.	Narrative Description for Each Proposed Project(s)	5 pages per regional application
IV.I.5.	Work Plan for the Proposed Project	5 pages per regional application

B. Addendum 3 Acknowledgment

**State of Connecticut
Department of Social Services
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Addendum 3 issue date: 7/11/2025

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

Authorized Official Signature

Name of Authorized Official

Name of Organization