

The Connecticut General Assembly

Joint Committee on Legislative Management

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December 9, 2011

TO: All Proposers of Record

FROM: Lauren Brown

RE: Latino and Puerto Rican Affairs Commission Golf Tournament
Request for Proposal Addendum and Clarifications

The following Request for Proposal (RFP) Addendum and Clarifications are provided to those vendors who received the Connecticut General Assembly's Request for Proposal for the Latino and Puerto Rican Affairs Commission's 2012 Golf Tournament.

Please note that the new deadline for receipt of all sealed Proposals is 12:00 pm (noon) on Monday, January 9, 2012, in the Office of Legislative Management, Room 5100 at the Legislative Office Building, Hartford, CT.

Thank you for your interest.

**REQUEST FOR PROPOSAL
FOR THE JOINT COMMITTEE ON LEGISLATIVE MANAGEMENT**

Latino and Puerto Rican Affairs Commission Golf Tournament

Request for Proposal - Addendum

Vendor Question and Answer Meeting

A non-mandatory Vendor Question and Answer Meeting will be held on Monday, December 19, 2011, at 1 PM in Hearing Room 1E at the Legislative Office Building. The address for the Legislative Office Building is 300 Capitol Avenue, Hartford, CT 06106.

If you cannot make the Vendor Question and Answer Meeting in-person, please contact at Lauren Brown at lauren.brown@cga.ct.gov to arrange phone conferencing capabilities, which will allow you to join the meeting via telephone.

Clarifications

1. Paragraph 3 of Section 1.1, Executive Summary, on page 1 of the RFP is amended to read:

The Joint Committee on Legislative Management on behalf of the Connecticut General Assembly (CGA) is seeking Proposals from an 18 hole golf course in the State of Connecticut to serve as the location for a golf tournament that is being hosted by the Latino and Puerto Rican Affairs Commission (LPRAC) on a weekday in May or June 2012.

2. Section 2.1, Overview, on page 2 of the RFP is amended to read:

The Joint Committee on Legislative Management on behalf of the Connecticut General Assembly (CGA) is seeking Proposals for an 18 hole golf course in the State of Connecticut to serve as the location for a golf tournament that is being hosted by the Latino and Puerto Rican Affairs Commission (LPRAC) on a weekday in May or June 2012. Approximately 100 people will be participating, with a maximum of 124 golfers. Registration for the tournament will begin at 11 a.m., with scramble play beginning at 12 p.m. The location will also be responsible for providing lunch to the golfers. In addition, Proposers should submit a dinner menu and pricing in their Proposal for LPRAC's consideration.

3. Section 2.3.1(a), Submittals, on page 4 of the RFP is amended to read:

(a) A list of dates the Proposer's golf course has availability on weekdays in the months of May and June 2012 to host the tournament.

4. Section 2.3.1(b), Submittals on page 4 of the RFP is amended to read:

(b) A guarantee from the Proposer that the golf course will be available for the tournament on a weekday in May or June 2012 with registration starting at 11 a.m. and scramble play beginning at 12 p.m.

5. Section 4.2, Qualitative Elements, on page 8 of the RFP is amended to read:

Once it is determined that the Proposal(s) includes all administrative and technical elements, the following factors will be scored by the evaluation committee. Each factor will be scored using a scale of 1 through 5. The individual ratings for each member of the evaluation committee will be combined and averaged and then multiplied by the criteria weights listed below.

Evaluation Criteria	
1	Dates of Availability (weekdays in May and June 2012)
2	Fees
3	Lunch offerings and price
4	Dinner offerings and price
5	Demonstrated ability to meet the remaining technical requirements

6. Section 6.2, Deadline for Questions, on page 29 of the RFP is amended to read:

All questions must be submitted in writing by 12:00 pm (noon) on Tuesday, December 20, 2011. These submissions must be sent via email to CGAContracting@cga.ct.gov or addressed to the attention of CGA Contracting Group at the Office of Legislative Management; Legislative Office Building; 300 Capitol Avenue; Room 5100, Hartford, CT 06106-1591;

7. Section 6.3, Amendments to Request for Proposal, on page 30 of the RFP is amended to read:

All amendments to the RFP and response to written questions will be published no later than 5:00 p.m. on Thursday, December 22, 2011.

8. Section 6.4, Proposal Delivery, on page 30 of the RFP is amended to read:

All sealed Proposals must be delivered by 12:00 pm (noon) on Monday, January 9, 2012, to the CGA Contracting Group at the Office of Legislative Management; Legislative Office Building; 300 Capitol Avenue; Room 5100, Hartford, CT 06106-1591.