



INVITATION TO RESPOND

Dear Sir/Madam:

The City of Hartford (the City) invites responses for:

RFP #: 5293	SOLICITATION DATE: October 5, 2012
SOLICITATION TITLE: Ryan White Part A and Minority AIDS Initiative (MAI) Request for Proposal for Fiscal Year 2013-2015	
SOLICITATION DESCRIPTION: To provide HIV CORE and HIV Supportive Services within the Hartford Transitional Grant Area (TGA).	
SITE LOCATION (if applicable):	
RESPONSE DATE: November 20, 2012	RESPONSE TIME: 2:00 p.m.
DEPT. ASSIGNED CONTRACT #:	EST. COST OF Project: \$4,603,829.00

A PRE-BID / RESPONSE WEBINAR CONFERENCE HAS BEEN SCHEDULED FOR: **2:00-3:30 PM on Tuesday October 23, 2012: Please email LaShaunda Ware with email address contact information for registration prior to Monday October 22, 2012 at warel001@hartford.gov.** This pre-bid conference is:

Not Applicable

Mandatory (All prospective bidders are REQUIRED to attend to discuss specifications)

Non-mandatory (All prospective bidders are encouraged to attend to discuss specifications)

This solicitation contains the following sections:

- Invitation to Respond
- Standard Instructions
- Request for Response (RSR) Affidavit
- Table of Contents
- Tentative Activity Table
- Section 1 – Response Forms

- 1.1 Response Information & Signature Form
 - Contract Compliance
 - Affirmative Action / Equal Employment Opportunity Requirements – See Section 3.6
 - Surety Bond Requirements Bid Bond Performance & Payment Bonds
 - Insurance Requirements
 - Set Aside – Ord. Section 2-660 MWBE Small Contractor
 - City-Based Small Business Bid Preference – Ord. Section 2-661
 - 15% Minority Utilization (City of Hartford Certified MWBE) – Ord. Section 2-682
 - State of Connecticut DAS Prequalification (Public Construction Project > \$500,000)
 - OSHA Compliance (Public Works Project > \$100,000)
 - Wage Requirements – Complete & attach Wage Certification Form

- 1.2 Response Pricing-Funding request Summary
- 1.3 Statement of Qualifications

Section 2 – Ryan White Part A and Minority AIDS Initiative (MAI) Application EEO (Equal Employment Opportunity) Form

Section 3 – General Information for Preparation and Delivery of a Response

Section 4 – Terms and Conditions

Attachments

- #2 Blank Implementation Plan Form
- #4 Blank Quality Improvement Plan Form
- #6 Blank 2013 RFP Budget Model
- #7 Job Descriptions/Resumes & Organizational Chart (Proposer must include their own)

Sincerely,
Susan Sheppard
smsheppard@hartford.gov
 860-757-9616

Companies interested in doing business with the City are able to register and maintain their registration via the Internet at:
<https://www.bidsync.com/SupplierRegister?ac=register&posting=true&plan=0®type=default&cmd=next&>