



DATE: August 19, 2016

TO: Prospective Respondents

FROM: Stacey Fournier, Purchasing Agent I

RE: Addendum #1, RFP # SF072216, State of Connecticut Registrar of Voters Certification Program Training

All Respondents are hereby advised of the following amendments to the Request for Proposal document(s) which are made an integral part of the bid documents. Respondents are required to acknowledge receipt of this addendum in their proposal response, as well as include a signed copy of this addendum with their RFP response.

**Item 1: Responses to Written Inquiries**

Below are responses to inquiries received prior to the deadline established in section 4.1 of the original RFP document. **The inquiry period for this RFP is now closed.**

1. The materials stipulate the paperwork must be transmitted electronically. However, I only use an iPad at home. Can I submit it via fax from the office where I work pro-bono?  
**Per section 5.1-5.4, only an electronic version of the original proposal on a CD, DVD or USB flash drive will be accepted. Facsimile, e-mailed, unsealed or hard copy proposals will not be accepted.**
2. Section 4.4 of the RFP stated the following: “Only Respondents who attended the mandatory pre-proposal conference will have their proposals evaluated.” In the introduction at the pre-proposal conference an individual stated that he was attending for one of the potential bidders. As the potential bidder did not “attend” the mandatory pre-proposal conference is that individual disqualified from submitting a proposal? (Note - the RFP did not state that representatives of Respondents were acceptable as attendees, only “Respondents”).

If this individual is not disqualified, why was this exception made and why was this “exception” (e.g., having a surrogate stand in for the potential bidder) to the “mandatory” pre-proposal conference not announced to other participants who may have had a conflict but rearranged schedules to attend the session prior to the date of the mandatory conference?

**Only Respondents who attended the mandatory pre-proposal teleconference will be evaluated. Respondents can be defined as any individual representing themselves or a company. If an individual attends on behalf of their company, then that company has been represented and that company’s proposal will be evaluated. If an individual Respondent attends on behalf of another individual and are not within the same organization, then that proposal will not be evaluated.**

3. Besides being an evaluator under this RFP what is the role of the Registrar of Voters Certification Committee (the “Committee”) in the conduct and content of the course curricula? Does the Committee have “final say” in who is hired or what is taught at UConn? Can the Secretary of the State override any final “decision” as to who is hired?

Office of the Executive Vice President for  
Administration and Chief Financial Officer

**Procurement Services**

3 DISCOVERY DRIVE, UNIT 6076

STORRS, CT 06269-6076

PHONE 860.486.2619

FAX 860.486.5051

www.procurement.uconn.edu

The University will make all decisions with the consultation of all parties involved including the Registrar of Voters Certification Committee, Secretary of State, State Election Enforcement Commission and University staff members.

4. Has the Certification Committee agreed to what is stated in Section 3.2.4.3 and 3.2.4.4 of the RFP and is it confirmed that the final exam will be a take-home exam?  
It has not been confirmed if the final exam will be take-home.
5. How many times may a Registrar take the final exam? Will the same final exam be given each time or will instructors be required to mutually collaborate on preparing more than one final exam?  
The Registrar has up to five attempts to take the final exam. Instructors will not be required to mutually collaborate.
6. Please define what is meant by the following found in 3.6.3 and provide at least two specific examples of what would be considered “solicited” on the part of the instructor.  
Instructors cannot offer their expertise, products or services to Registrars.
7. For classes that are conducted remotely by the instructor how will instructors bring sign-in sheets, instructor manual and instructor folder to the CITI office as contemplated by the following section?  
Regional campus administrators will pick-up the first and second (final) sign-in sheets.
8. If an instructor is teaching at a remote location must they travel to the CITI office in Stamford to comply with the above section of the RFP or will any of the following suffice for compliance - an email with the sign-in sheet attached directed to the CITI office or depositing the material at an office at the remote UConn campus who will be accepting these materials and forwarding to the Stamford office?  
Please refer to the answer provided for question 7.
9. Could you please explain what is meant in section 3.1.8?  
CITI will send the roster of Registrars to the instructor at least three days prior to the class.
10. What is the procedure (please provide detailed explanation – e.g., who to call, how much lead time is needed, etc.) if an instructor must cancel a class due to a family emergency, death in the family, illness or unforeseen court appearances at the “last minute”?  
The instructor must e-mail CITI at [citi@business.uconn.edu](mailto:citi@business.uconn.edu) as soon as possible. CITI staff will then contact all Registrars signed-up for the class needing to be cancelled.
11. Do you envision more than one session being taught on a Saturday and, if yes, how many sessions do you anticipate being taught in any one day?  
No more than two sessions per Saturday.
12. Please provide the specific procedure for the requirement found in 3.2.6. In your answer please provide, for example, how many days prior to a class being given the course material, quizzes and/or final exams must be given to the Registrar of Voters Certification Committee for their review and “sign off”.  
CITI requires that only additional curriculum and final exams must be reviewed and

Office of the Executive Vice President for  
Administration and Chief Financial Officer

**Procurement Services**

3 DISCOVERY DRIVE, UNIT 6076

STORRS, CT 06269-6076

PHONE 860.486.2619

FAX 860.486.5051

[www.procurement.uconn.edu](http://www.procurement.uconn.edu)

approved prior to use by the Registrar of Voters Certification Committee. Course materials and quizzes do not require approval.

13. When can an instructor anticipate receiving class rosters (with e-mails) from UConn so that class material can be disseminated to those registered (e.g., is it within 5 business days of the class, 3 business days, etc.)?

CITI will send the class roster to the instructor three business days prior to the class date.

14. When must class materials be sent to registrars enrolled in the class (e.g., 3 days prior to class, 5 days prior to class, other?)

If the instructor creates class materials, they must be distributed prior to the start of class. The instructor can determine when, such as one day before or right before class starts etc.

15. Are quizzes multiple choice, essay, fill in the blank or a combination of these?

Quizzes are multiple choice. Essays are discouraged.

16. Will instructors need to prepare more than one quiz per session in the event that a Registrar does not pass the quiz with an 80% or better?

Yes.

17. Does a Registrar have an unlimited number of times that he/she can take a quiz to pass the class or is the number limited before they must repeat the class?

The Registrar has up to two times to take and pass the quiz.

18. Please provide the specific procedure that will be used for setting the schedule of instructors as classes are scheduled. (For example, will CITI send out dates for scheduled classes and ask each instructor which date(s) they will be available and choose instructors based on availability?) Please be as specific as possible.

The pool of dates will be shared with instructors.

19. What will be the procedure for selecting an instructor if more than one instructor is available for teaching a scheduled course – will it be by lottery or some other method?

Instructors must mutually agree who will teach the class.

20. If the schedule is such that an instructor is scheduled to teach at one location but no one is enrolled in that location will the instructor be required to teach at another location where there are attendees?

Yes.

21. If the answer to question 20 is yes, then what is the timeframe for determining a change in instructor location and can an instructor decline to teach in the alternate location? If the answer to this question is “no” what would be the consequence to the instructor if they cannot or will not teach the class?

Determining the change for instructor location is within the three day window.

22. If a class is cancelled by CITI what is the timeframe for CITI notifying the instructor that the class is cancelled? (e.g., 1 day, 2 days, 1 week etc?)

Please refer to section 3.1.7.1 of the original RFP.

23. Is the Registrar Certification Committee considering increasing the contact hours for Section 5 from 3 hours to 4 hours? If so, when will a final decision be made?  
**This will be at the discretion of the Certification Committee.**
24. What is the “all in” cost for UConn CITI to administer and supply classrooms, IT and personnel per class (e.g., UConn CITI’s overhead specific to each class)  
**Operational and overhead costs are based on the size and location of each class.**
25. What is the breakdown of the overhead per pupil, on average?  
**Please refer to the answer provided for question 24.**
26. Does that cost to UConn vary per number of students per class? If so, what is the lowest cost and highest cost per pupil for a class size of 20, class size of 60 or a class size of 80?  
**Yes; costs vary based on location and Registrar accommodations. Minimum class size is 10 registrations per location.**
27. Will the cost per pupil be expected to be the same, rise or be lower during each year of the contract period?  
**Operational costs and overhead costs are based on size of the class and accommodations associated with each class.**
28. If the cost per pupil is expected to rise please provide a “best guess” estimate in percentage of the rise in cost per student.  
**Please refer to the answer provided for question 27.**
29. If the cost per pupil is expected to decrease please provide a “best guess” estimate in percentage of the decrease in cost per student.  
**Please refer to the answer provided for question 27.**

## **Item 2: General RFP Corrections**

2.1 The following section has been updated and shall be part of Respondent’s proposals.  
Proposers that do not utilize this updated response template may be deemed noncompliant.

- Appendix A – Pricing Matrix v.2

2.2 Delete section 3.2.6 entirely and replace it with the following:

- CITI requires that only additional curriculum and final exams must be reviewed and approved prior to use by the Registrar of Voters Certification Committee. Course materials and quizzes do not require approval.

**BIDDER NOTE:** This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the RFP number, response date, and return address. This will be accepted as part of your proposal response, **PROVIDING IT IS RECEIVED BY THE PURCHASING DEPARTMENT BY THE TIME AND DATE SPECIFIED IN THE ORIGINAL RFP DOCUMENT, OR AS AMENDED BY THIS DOCUMENT.** Please acknowledge receipt of this addendum by email to [stacee.fournier@uconn.edu](mailto:stacee.fournier@uconn.edu).

---

Name	Company	Date
------	---------	------

Office of the Executive Vice President for  
Administration and Chief Financial Officer

**Procurement Services**

3 DISCOVERY DRIVE, UNIT 6076

STORRS, CT 06269-6076

PHONE 860.486.2619

FAX 860.486.5051

[www.procurement.uconn.edu](http://www.procurement.uconn.edu)