

# The Connecticut General Assembly

## Joint Committee on Legislative Management

Martin M. Looney  
*Senate President Pro Tempore*

Bob Duff, *Senate Majority Leader*  
Leonard Fasano, *Senate Republican*  
*President Pro Tempore*

James P. Tracy  
*Executive Director*



Joe Aresimowicz  
*Speaker of the House*

Matthew Ritter, *House Majority Leader*  
Themis Klarides, *House Republican Leader*

**5/3/2017**

TO: All Respondents of Record

FROM: **Tina Nadeau Mohr**

RE: Responses to Questions and Clarifications  
**Engineering, Production and Distribution for the Connecticut  
Network – JCLM18REG0008**

---

The following Request for Proposal (RFP) questions, answers and clarifications are provided to those who have received the Connecticut General Assembly's RFP for the above referenced Request for Proposal.

Thank you for your continued interest in the Connecticut General Assembly procurements.

# JOINT COMMITTEE ON LEGISLATIVE MANAGEMENT

## QUESTIONS AND ANSWERS

1. Please note that the deadline for receipt of all responses is **May 17, 2017 at 12:00 pm (noon)** at the Office of Legislative Management (OLM), Room 5100 Legislative Office Building, 300 Capitol Avenue, Room 5100; Hartford, Connecticut 061106-1591. The CGA reserves the right to reject any proposal responses received after the above referenced date.
2. Is there a listing of what is to be submitted with the responses?

Part F of the Request For Proposal includes a list of required elements that shall be included in all responses. **Any response not including these elements is subject to disqualification.**

3. All respondents shall complete the Revised Pricing Page which has been included as Exhibit A1 in this document. Please see Revised Pricing Page Exhibit A1.
4. Please explain submittal requirements in regards to the Forms referenced in “D.2 Required Proposal Documentation. Section D: Forms”

Respondents shall complete and include the following forms along with the soft copy of the proposal on a CD, DVD or USB flash drive in a SEALED shipping box or envelope. The forms listed below include links to the fillable forms which should be completed and submitted electronically. These forms shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the proposer by the Proof of Authorization Form. The Proof of Authorization form shall authorize an individual to sign and enter into contracts on behalf of the Respondent.

[Proof of Authorization](#)  
[Certification Form](#)  
[CHRO Contract Compliance Monitoring Report](#)  
[Vendor Profile](#)  
[W-9 Form](#)  
[Gift and Campaign Ban Acknowledgement form](#)  
[Iran Certification Form](#)

5. Who is on the TV Committee?

The TV committee is a group of representatives from each caucus under the current contract. If a suggestion is made or an issue arises, OLM contacts the committee members and based on their input makes a suggestion to CPAN for the future.

6. Sec. C.1.1.(1)(d) of the RFP calls for coverage of all press conferences within the State Capitol Complex pursuant to “Regulations Concerning State Capitol Building, Legislative Office Building and Surrounding Grounds” Rule 8. Please clarify how these parameters may pertain to press conferences held by third-party groups where space in the Capitol Complex has been reserved by a member of the CGA.

Press conferences held by third-party groups are not permissible under Rule 8 of the CGA’s “Regulations Concerning State Capitol Building, Legislative Office Building and surrounding Grounds.”

This rule states, “No person or group of persons shall hold a press conference in the Legislative Office Building or in any part of the Capitol Building that is under the control and supervision of the Joint Committee on Legislative Management except the following:

- a) An individual who has a personal office in one of the buildings and uses such office for this purpose;
- b) Legislators and Commissioners and Deputy Commissioners of State agencies, provided the purpose of the press conference concerns their official activities; and
- c) Incumbent office holders and major party candidates for President, Vice President, United States Senator, United States Representative, Governor, Lieutenant Governor, Secretary of the State, Comptroller, Treasurer and Attorney General.”

7. Sec. C.1.1.(1)(d) of the RFP calls for coverage of all press conferences within the State Capitol Complex pursuant to “Regulations Concerning State Capitol Building, Legislative Office Building and Surrounding Grounds” Rule 8. Included in the list of base programming not included under Sec. C.1.1.(2)(c) of the RFP is Capitol News Briefing, which has been CT-N’s titling convention for press conferences held within the State Capitol Complex. Please clarify, as these parameters appear to be in conflict.

The Capitol News Briefing can be used as a title convention for press conferences held at the State Capitol Complex.

8. Will the CGA continue to expect the Awarded Respondent to provide free DVD copies of programming to its members and other state officials as required in previous contracts?

The awarded respondent is not expected to provide free DVD copies of programming, requestors should be referred to available online archives.

9. Is it the CGA’s intention to provide any contract funds for the Closed Captioning component?

The total funding anticipated for this contract is up to, but not to exceed, \$2,400,000 annually for each year of the five year contract for the Base Scope of Work and Closed Captioning. This funding limit does not include any Additional Programming.

10. In the RFP, the CGA requested the proposals be submitted in three parts: base programing; closed captioning; and special programming. Is it required for the vendor to submit a proposal for all three or it is permissible to submit a separate proposal for each part?

Vendor proposals shall include both a proposal for base programing and closed captioning. Additional programming is optional. The respondents may submit proposals which include closed captioning as a subcontracted service.

11. Is the amount of the bid bond required under F.2.9 equal to 10% of the base scope of work for one contract year (*e.g.* \$240,000) or 10% of the base scope of work for the entire contract term (*e.g.* \$1.2 Million)?

The bid bond is equal to 10% of the base scope of work for the first contract year.

12. In the event that the CGA and the Awarded Respondent cannot come to mutually-agreeable terms to negotiate a contract, does the Awarded Respondent forfeit its bid bond?

The bid bond is only forfeited if the awarded respondent is given an opportunity to, but fails to enter into a contract based on the terms of their proposal. If the terms of the proposal are subsequently negotiated to be different than in both the proposal and the RFP, and the vendor subsequently fails to enter into a contract, the bid bond will not be forfeited.

13. Can you identify – functionally or in specific – who within the CGA will make the day-to-day decisions approving proposed programming?

Any decision regarding programming will be conveyed by OLM, on behalf of the CGA.

14. What are the CGA's intentions with regard to funding the remaining phases of the high definition upgrade project, and can the CGA guarantee that the legacy cameras and robotics will continue to function and permit a vendor to discharge its contractual responsibilities until replacements/upgrades are completed?

The CGA is seeking funding options for the high definition upgrade project. The CGA cannot guarantee, but will make reasonable efforts to ensure, that the legacy cameras and robotics will continue to function and permit a vendor to discharge its contractual responsibilities until replacements/upgrades are completed.

15. Given the uncertainty of the current state budget (at least one budget proposal to date includes a 50% reduction to the revenue intercept specified under CGS 2-71(x)) how will the CGA address any potential shortfalls in available funds to meet its financial obligations under the contract?

Compensation under this Contract is contingent upon funding being available for this purpose. The CGA will renegotiate contract terms if available funds are reduced.

16. Please provide the number and approximate length of all committee meetings and hearings that occurred (not just those covered by CT-N) during the 2015 and 2016 legislative sessions.

The approximate number of all committee meetings and hearings during the 2015 and 2016 legislative sessions are as follows:

2015 Legislative Session:

169 Public Hearings  
305 Committee Meetings

2016 Legislative Session:

132 Public Hearings  
223 Committee Meetings

The total length (hours and minutes) of all committee meetings and hearings during the 2015 and 2016 legislative sessions is as follows:

<u>2015 Legislative Session:</u>	<u>2016 Legislative Session:</u>
AGE – 7:48	AGE – 5:09
APP – 147:48	APP – 138:28
BA – 8:44	BA – 7:54
CE – 10:18	CE – 12:01
ED – 38:35	ED – 48:21
ENV – 32:16	ENV – 22:52
ET – 28:22	ET – 15:29
EXN – 36:50	EXN – 17:32
FIN – 53:07	FIN – 48:46
GAE – 47:44	GAE – 41:27
GL – 22:39	GL – 17:41
HED – 27:39	HED – 17:58
HS – 32:14	HS – 23:29
HSG – 13:22	HSG – 9:42
INS – 33:19	INS – 18:48
JUD – 155:01	JUD – 93:27
KID – 32:49	KID – 30:55
LAB – 37:08	LAB – 25:59
PD – 26:17	PD – 26:49
PH – 58:44	PH – 33:11
PRI – 18:34	PRI – 6:18
PS – 35:12	PS – 21:56
RR – 2:56	RR – 10:33
TRA – 53:53	TRA – 24:08
VA – 2:52	VA – 4:17

17. Please provide the number and approximate length of all events that would have fallen into the “base programming” category of this RFP (not just those covered by CT-N) during the 2015 and 2016 interim periods.

It is not possible for the CGA to determine the number and length of events available for broadcast from all three branches of government during the interim period.

CT-N's current operator has provided the following programming statistics for Fiscal Years 2015 and 2016 that, based on their descriptions, would be considered part of the base programming. Additional programming occurred during this period however we could not determine if those hours would be considered as base programming.

<b>July 2014 through June 2015</b>		<b>July 2015 through June 2016</b>	
Executive Branch	399 hours	Executive Branch	396 hours
Judicial Branch	38 hours	Judicial Branch	72 hours
Legislative Branch	1026 hours	Legislative Branch	846 hours
Capitol News Briefing	38 hours	Capitol News Briefing	54 hours
<b>TOTAL PROGRAMMING</b>	<b>1501 hours</b>	<b>TOTAL PROGRAMMING</b>	<b>1368 hours</b>

18. Please clarify the CGA’s expectation for CT-N coverage of remote or offsite legislative committee hearings and meetings.

Remote or offsite legislative committee hearings and meetings are expected to be covered unless scheduling conflicts arise.

## CLARIFICATIONS

1. Please complete and submit the revised Pricing Page included with this Q&A document as Attachment A1.
2. Section C.1.1 (2) is deleted in its entirety and replaced with the following language:
  - (2) Base Programming shall NOT include:
    - (a) Educational materials;
    - (b) Coverage of Public events outside the three branches of government; and
    - (c) Programming including but not limited to Election Coverage, Capitol Report, Around the State, and State Agency Close-ups.

ATTACHMENT A1  
REVISED PRICING PAGE

Contract Title: Engineering, Production and Distribution for the CT-Network  
 Contract Number: JCLM18REG0008

**Compensation**

<b>Base Programming</b>	
Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____
Year 4	\$ _____
Year 5	\$ _____
<b>TOTAL</b>	\$ _____
<b>Closed Captioning - In House Solution</b>	
Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____
Year 4	\$ _____
Year 5	\$ _____
<b>TOTAL</b>	\$ _____
<b>Closed Captioning - Outsourced Solution</b>	
Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____
Year 4	\$ _____
Year 5	\$ _____
<b>TOTAL</b>	\$ _____
<b>Additional Programming (Optional)</b>	\$ _____



Payment Terms

Standard payment terms are net 45 days.

Please indicate any early payment discount terms:  % Discount,  Days.

Please indicate if you are a Connecticut SBE/MBE:  MBE  SBE

**The undersigned agrees to furnish all services and/or commodities to the CT General Assembly as described in Contract at the prices listed above.**

Company:			
Address:			
Signature:		Date:	
Name (Printed):		Title:	
Email:		FEIN#:	
Phone #:		Fax #:	