

Questions and Answers as of January 5, 2024, CHFA 267-Request for Proposals (“RFP”) for Executive Leadership Coaching:

Question: What is the estimated budget for this coaching?

Answer: CHFA does not have an estimated budget for this coaching.

Question: Will the one-on-one coaching and team development coaching be virtual or in person?

Answer: It is anticipated that the one-on-one coaching will be virtual, but some of the team coaching may be in person.

Question: Is there an incumbent? If so, please provide name?

Answer: There is no incumbent.

Question: When will a decision be made on an awardee(s)?

Answer: There is no specific timeline for a decision. However, we anticipate moving forward in the first or second quarter of 2024.

Question: What is the period of performance for the contract? Start/end dates?

Answer: CHFA will work with the awardee to determine an appropriate start and end date.

Question: For individual coaching, how many hours per participant?

Answer: CHFA may rely on the awardee to determine the hours recommended for each participant.

Question: For group/team coaching, how many sessions do you anticipate? How many hours per session? Are the 8 people the “team” or do you envision others attending?

Answer: CHFA may rely on the awardee to determine the number of sessions and hours recommended for the group/team coaching. The 8 executive leadership members are considered the “team.”

Question: Is CHFA interested in having participants take assessments? If so, do you have any particulars in mind?

Answer: CHFA will rely on the expertise of the awardee to make recommendations about assessments.

Question: Will the selected firm’s responsibilities extend to coaching the teams in addition to providing individual coaching? If so, how many people?

Answer: CHFA may select a firm to perform individual one-on-one coaching and/or team coaching. The team is anticipated to consist of the 8 members of the executive leadership team.

Question: What led to the proposed focus areas identified in the one-on-one coaching and team development coaching identified in the scope of services? Was there a diagnostic assessment conducted?

Answer: A diagnostic assessment was not conducted. CHFA is seeking to strengthen and build effective leadership skills for its executive leadership team.

Question: Will not being a Connecticut company have a negative impact on CHFA’s decision?

Answer: Proposals will be reviewed based on the evaluation criteria listed in the RFP.

Question: Would a single-member LLC outside of the state be considered for this opportunity or is the size, location, and interaction with the state of an organization weighted heavily by CHFA?

Answer: Proposals will be reviewed based on the evaluation criteria listed in the RFP.

Question: Would CHFA be interested in a company that has a technology-based coach mentoring platform?

Answer: Proposals will be reviewed based on the evaluation criteria listed in the RFP.

Question: What is the total page limit for submissions?

Answer: There is no page limit. However, submissions cannot exceed 25 MB.

Question: What is CHFA looking for in a successful candidate?

Answer: The criteria is listed in the RFP.

Question: For the team development area, is CHFA looking for organizational competency and a mapped-out plan/process for engaging with groups in the areas of interest?

Answer: Yes, with respect to its Executive Leadership Team.

Question: In terms of the EEO-1 with the state, would a single-member Veteran-Owned Small Business not located in Connecticut be able to submit a statement on why they are a disadvantaged business? Are there state-mandated percentages for disadvantaged businesses that CHFA has to comply with for these opportunities?

Answer: CHFA does not have state-mandated percentages for disadvantaged businesses, but encourages small, minority and disadvantaged businesses to apply.

Question: Please clarify the insurance requirements for this engagement.

Answer: The awardee will be required to provide evidence of Commercial General Liability, Worker's Compensation which includes Employer liability coverage, and Umbrella Liability in the amounts indicated on Exhibit C of the RFP.

Question: Can a previously submitted CT Campaign Contribution Certification OPM Form 1 attached in Exhibit B be used for this submission or is a new form required for this submission?

Answer: Please submit a new OPM Form 1 with your response.

Question: Does Exhibit A regarding statutory requirements have to be signed and notarized for the submission or is that only for awardees?

Answer: All responses to the RFP are required to include a signed and notarized Exhibit A regarding statutory requirements.
