Addendum 1 has been issued to answer questions submitted, and to correct section 1.5 in the original RFP to increase the number of proposal copies requested from seven to eight.

1. Please confirm that the University’s fiscal year begins on July 1.

ANSWER: The University’s fiscal year is from July 1 to June 30 of each year.

2. The reference to the timeline is in # 9 on page 12. It reads “Confirmation of ability to meet anticipated timeline.” Item #4 on page 12 also makes reference to the timeline and milestones? What is the anticipated start date for this project given that proposals are due November 1 and the last day of classes for Fall semester is December 8?

ANSWER: The committee will begin reviewing proposals immediately and anticipates making an award prior to December 1, 2018. While classes will end on December 8, the University continues to operate when classes are not in session. It would be our desire to have a contractor who could dedicate substantial time and effort in December, January, and February so that we can utilize this information for our strategic decision making. The University recognizes that any activity which requires student input or feedback would occur once the spring semester has begun.

The University via addendum #1 has eliminated question #9 and instead requests that proposers provide a detailed response to question #4 on page 12, identifying proposed tasks and milestones with the academic calendar in mind. The University is optimistic while some tasks may take an extended period of time to complete that others could be accomplished more quickly.

The academic calendar is located at http://www.ccsu.edu/calendar/.

3. Is the University anticipating stakeholder interviews being completed in December 2018 or in January 2019 when students return to campus for the first day of classes on January 22? Clarification will impact our team’s timeline.

ANSWER: The University anticipates that there will be data gathering, meetings, and teleconferences in December and January; however, it recognizes that these meetings will likely continue into February. The University would work with the contractor to centrally coordinate scheduling any meetings and/or site visits to help with streamlining the process.

Question #12 on page 10 requests proposers to identify if additional data collection via interviews, site visits, focus groups, or surveys are needed to facilitate assessment and/or recommendations. Via addendum #1, the question has been modified to clarify that timelines should be provided along with this response, and those timelines should consider the academic calendar.
4. Regarding Phase 2A: If the University opts to competitively rebid its foodservice contract, do they anticipate doing so in Fall 2019?

**ANSWER:** If the University decides to competitively rebid our Food Service Contract, it would be our goal to have that bid published in August of 2019.

5. Phase 2B: Can you please clarify what type of information the University is looking for in this section? “Provide assistance in consultation in implementing new or unique food delivery strategies that result from Phase I”

**ANSWER:** Phase one of the proposal is intended to generate options and alternatives for the University. Under Phase 2 B, consultative services may be needed to implement strategies that would not be part of a procurement as noted in Phase 2 A, such as those contemplated in question #13.

**Correction to Section 1.5 SUBMISSION OF PROPOSALS of the RFP –**

Contractors shall submit a clearly marked original plus one complete copy of their proposal electronically on CD or USB flash drive and eight (8) hard copies

All other terms, conditions and specifications in the RFP remain the same.

**END OF ADDENDUM 1**