Addendum 1 has been issued to answer questions submitted to date

1. As this project has been ongoing for several years, could you please attach the most recent executed contract concerning this opportunity?
   **Answer:** See attached

2. What is the expectation for data transfer to the successful offeror as the data could contain personally identifiable information (e.g., encrypted file transfer, in-person receipt of data, remotely accessing data on a server)?
   **Answer:** The data does not contain PII. Annual data is provided approximately 3 months after the end of the calendar year. The IMRP provides an electronic copy of the data.

3. Is there any travel associated with this project to CCSU IMRP or to other project states? If so, could you please identify the estimated location, frequency, and duration of each trip?
   **Answer:** There may be occasional travel depending on project needs. This is typically only when we are presenting results from annual analysis. Travel to CT or other states is typically less than 5 times a year.

4. Please clarify our confusion as to the pricing proposal (Section 3, page 11, item 7) in relation to two paragraphs on pages 8 and 9 in the Scope of Work (section 2.3). The pricing proposal states, “Applicants should provide a budget for each item listed in the scope of work for an analysis of 12 months Connecticut of traffic stop data.” The last paragraph on page 8 states, “Rather, the Applicant shall provide a reasonable budget for expenses needed to provide high quality services accomplishing the RFP’s objectives. The proposed budget shall reflect the two phases of the five-year project.” The “Note” section on page 9 states, “It is our intention to fully fund this project for the three years as stated herein…”
   a. For the proposal, should our organization should only submit one 12-month budget?
      **Answer:** Yes, please submit one 12-month budget. This project is largely funded through a federal grant, which is awarded annually.
   b. Could you also please clarify the distinction between the three-year funding statement as compared to the statement regarding the two phases of the five-year project? We could not find any additional information in the RFP pertaining to the individual phases or the project duration of five years.
      **Answer:** The project has been in existence for five-years. This RFP would allow us to extend a contract for up to three years based on our continuation of project funds.

5. I am wondering if you have considered data visualization as part of this RFP?
   **Answer:** CCSU has an existing, separate contract for data visualization

6. What format would the data be provided?
   **Answer:** Data will be provided as CSV file.

7. Is there a not to exceed budget range that we should consider?
   **Answer:** Estimated NTE $100,000 annually.

   continued
8. Does the project require a long-term support model post go-live other than the annual reports and periodic event attendance?
   **Answer:** The project requires annual analysis of data. Day-to-day project support is managed internally by project staff.

9. Is the first deliverable due date 09/01/2020?
   **Answer:** No, the first dataset to be analyzed will be for the calendar year 2020. The fall should be used for building capacity to conduct the annual analysis in early 2021.

10. Do we know what elements, sources, and data formats would be provided from other states?
    **Answer:** When working with other states we request the data be submitted in CSV format. However, the elements may vary by state. Changes to methodology are sometimes required after a state’s data elements are analyzed. Any costs associated with methodology changes are determined during our contracting period with those states.

11. Are we allowed to make recommendations regarding data gaps (if any)?
    **Answer:** Yes, these are welcomed.

12. Should the final report be dynamic or static?
    **Answer:** The five annual reports previously produced are available on our project website: www.ctrp3.org. We are open to other forms of presenting findings.

13. Are there any restrictions around the report format for the June 1st Annual Report? i.e. Web-based? PowerPoint? Word?
    **Answer:** No. We are open to different methods for reporting the information.

14. Are there additional data files that will be provided for CT data outside of the publicly available datasets found at http://trafficstoppers.ctdata.org/?
    **Answer:** Not at this time. However, if researchers propose additional datasets for analysis and we can access the data, then we will provide it. For example, we recently received a dataset from the Judicial Branch of all motor vehicle infractions since 2013. If researchers were interested in incorporating that data into their analysis then we would make it available.

15. Is comparative timeframe analysis (YoY, QoQ, MoM) in scope?
    **Answer:** No, however you are welcome to incorporate it into your proposal if you believe it to be useful.

16. Is there a preference on the technology stack used (both back end and front end) for producing this analysis?
    **Answer:** No, whatever you prefer.

17. Are there existing technology platforms already established in which the collection and analysis of the data would be performed by the Contractor?
    **Answer:** No

18. Who are the user groups? How many groups are there and about how many people in each group? Are there different ways in how each user group would consume the information?
    **Answer:** The user group includes law enforcement and our multiple stakeholder groups. All analysis is presented to all stakeholders in the same way.

19. How will enacting this new way of processing the profiling data change the way the users participate in the process? What kind of communications, training and post go-live support do you anticipate requiring?
    **Answer:** We anticipate that our project staff would manage this component of the project and keep stakeholders in the loop.

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20. How are the key stakeholders who are not actual users of the data, but are involved with the overall process of using the data, expected to track progress, note issues, and make decisions in response to the findings? How many such groups are there? Which have the highest impact on the process?

**Answer:** There are more than 20 members of the CT Racial Profiling Prohibition Project advisory board that oversee this initiative. The advisory board is managed by the project staff.

21. Are there any existing organizational or political issues that may challenge the development and/or delivery of a solution?

**Answer:** No, this project has been functioning in CT since 2012. The methodology laid out in the RFP has been widely accepted by all stakeholders.

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

**END OF ADDENDUM 1**