

State of Connecticut
State Employees Campaign Committee
Request for Information
For

**Principal Combined Fundraising Organization
To Administer the
Annual State Employees Campaign for Charitable Giving**

Issue Date:

August 2, 2016

Vendor Questions Cut-Off Date:

August 9, 2016

Question and Answer Publish Date:

August 16, 2016

RFI Response Due Date:

August 30, 2016

Issued by:

State of Connecticut
State Employees Campaign Committee
c/o The Office of the State Comptroller
55 Elm Street
Hartford, CT 06106

1. Requirements and Deadlines for Inspections, Questions and Responses

This Request for Information (RFI) outlines the information being solicited from vendors and includes guidelines for content and format of responses.

Questions:

All questions must be in written form, submitted using electronic mail and addressed to:
Osc.rfp@ct.gov

**Written questions must be submitted no later than 2:00 PM Eastern Daylight Time on
August 9, 2016**

Questions and answers will be published no later than 2:00 pm on August 16, 2016 on the
OSC website <http://www.osc.state.ct.us/vendor/>

Responses:

**All RFI Responses are due August 30, 2016, no later than 2:00 PM
Eastern Daylight Time**

The postal address for RFI responses is:

State of Connecticut
State Employees Campaign Committee
C/o Office of the State Comptroller
Attn: Sarah Ormerod
55 Elm St.
Hartford, CT 06106

Vendors desiring to respond to this RFI must do so in writing, providing one original and ten copies of the submitted response. Vendors must include a brief summary of their qualifications and work history as it relates to the Scope of Work contained herein along with three references.

All vendors responding to the RFI must provide contact information (name of contact, title, phone number, email, address). Responses will be reviewed by the State Employees Campaign Committee (the "Committee") and, depending on the results of that review, additional information or product/service demonstrations may be requested. Late responses may or may not be considered, and it will be up to the Committee's discretion to accept or reject late responses.

No contract will result directly from this RFI. Following the review of submitted information, the Committee will recommend the best course of action to the Office of the State Comptroller. This RFI process is intended to help the Committee research a variety of available services so that the Committee can recommend the best strategy for the administration of the annual State Employee Campaign for Charitable Giving.

Costs of developing the information package, oral presentations, site visits, or any other such costs are entirely the responsibility of the respondent and shall not be reimbursed in any manner by the Commission. The Commission is not liable for any cost incurred by the respondent.

2. Freedom of Information Act

Due regard will be given for the protection of proprietary information contained in all proposals received; however, vendors should be aware that all materials associated with this proposal are subject to the terms of the Freedom of Information Act (FOIA) and all rules, regulations and interpretations resulting there from. It will not be sufficient for vendors to merely state in general terms that the proposal is proprietary in nature and, therefore, not subject to release to third parties. Any proposal that makes such a general or overarching claim may be subject to disqualification. **Those particular sentences, paragraphs, pages or sections which a vendor believes to be exempt from disclosure under the Act must be specifically identified as such.**

3. General Requirements

3.1 Background

The Committee is statutorily responsible for the overall coordination of the State Employees Campaign (the "SEC"). The purpose of the SEC is to annually raise funds from state employees for charitable and public, health, welfare, environmental, conservation and service purposes.

The Committee is charged with selecting a principal combined fund-raising organization, to administer and supervise the campaign activities of the SEC.

3.2 Scope of this RFI

The Committee is soliciting responses to this RFI from qualified charitable federations, charitable organizations or consultants with charitable campaign experience. Interested parties are asked to provide information regarding their qualifications as well as their availability to provide the services required.

Interested parties must demonstrate the following qualifications:

- Prior statewide campaign experience, including but not limited to the development of financial procedures for processing and tracking contributions and expenditures and maintaining a system of records that ensures the integrity and accountability of all funds administered in support of the SEC;
- Demonstrate ability to provide pledge support for the SEC by providing training for campaign representatives, coordinators and key workers, preparation of annual pledge cards and brochures and other campaign materials, and provide for a website for volunteers, donors and state agencies;
- Demonstrate campaign marketing capabilities including the design and development of campaign promotional materials, training materials, web based site for online contributions and promotion of campaign; and
- Demonstrate ability to provide campaign management support including providing qualified staff to administer and operate the campaign, staffing Committee meetings; coordinate and facilitate campaign events and provide training to campaign volunteers.

- Prepare and maintain a line item budget that details all estimated costs required to operate the SEC. The budget must contain sufficient details for the Committee to understand the costs associated with operating the SEC. The budget must be prepared based on projected expenses and not based on a percentage of the funds raised in the campaign.

4. Responses to RFI

4.1 Scope of RFI

Responses to this RFI will be used by the Committee to assess the viability of various alternatives. No contract will result directly from the RFI process. The responses to this RFI may be used to determine whether an RFP should be issued.

4.2 Quality of Responses

Well-organized and concise responses are encouraged in order to facilitate the Committee's assessment. Each RFI response will be reviewed for completeness and conformance to the minimum requirements of the Project. The Committee has the option of requesting vendors to submit missing information or to clarify those issues deemed incomplete, or to disqualify the RFI response.

4.3 Service Availability

The Committee expects that the services described in response to this request for information are generally available as of the date that responses are due. Responders must explain any exceptions.

4.4 Oral Presentations

Each responder may be invited to give an oral presentation.

5. References: Existing Customers

The respondent must provide at least three references similar in size to the scope of the work being proposed. For each reference, provide:

- The reference organization's name
- Contact person name
- Address
- Telephone number
- Electronic mail address
- A brief description of the project