

CITY OF NEW HAVEN

BUREAU OF PURCHASES

Solicitation Information Template - SIT

<https://newhavenct.bonfirehub.com>

City Department:						Mayor's Office
Contact:	Sean Matteson Sandra Okonofua Michael Gormany	Email	smatteson@newhavenct.gov sokonofua@newhavenct.gov mgormany@newhavenct.gov	Telephone #	203-946-7672 203-464-0021 203-946-6413	
Reviewer: (See Definition Below)	Sean Matteson Sandra Okonofua Michael Gormany	Email	smatteson@newhavenct.gov sokonofua@newhavenct.gov mgormany@newhavenct.gov			
Advisor: (See Definition Below)	Sean Matteson Sandra Okonofua Michael Gormany	Email	smatteson@newhavenct.gov sokonofua@newhavenct.gov mgormany@newhavenct.gov			
Observer: (See Definition Below)	Sean Matteson Sandra Okonofua Michael Gormany	Email	smatteson@newhavenct.gov sokonofua@newhavenct.gov mgormany@newhavenct.gov			
Solicitation Type: see Solicitation Format Guide	Construction under \$100k (non SCD)		Construction \$100k to 1 Million		Construction over \$1 million	
	Commodity		Service		Grant RFP	
	SCD Service		SCD Under \$100 k		SCD \$100 -\$150k	
	RFP	X	RFP w/ LWI		RFP Hybrid	
Project Name:	Citywide Math and Literacy Tutoring Initiative					

If you have had a prior solicitation use the same naming convention – this helps when searching historical records – Also Keep it Simple							
Project Number: Construction projects require a Project # - request from Engineering							
Brief Overview/Mayoral Summary: This will be used for the Advertisement and the Web Page. Be thorough but not too wordy	The purpose of this Request for Proposal is to solicit responses from organizations with the capacity to provide literacy and math tutoring to New Haven Public School students, in addition to training and coordinating volunteers for this effort. Respondents to this request for proposal should propose all services and associated costs to deliver comprehensive literacy and math tutoring services to NHPS students and recruit, train and retain volunteers for this effort.						
Solicitation Budget:	3,000,000			Publish Budget	Yes	No	X
Solicitation Term:			(				
Solicitation Term: (for longer construction projects)	June 1, 2023 to August 31, 2025						
Advertisement: We advertise in the New Haven Register, Please provide a PO # or Munis # if you require other papers, please provide funding PO	Munis Account #	Finance Account		Other Publication: Indicate if you need to advertise in other publications		La Voz New Haven Independent	
Dates: (These are subject to change)	Advertise Date:	03/12/2023		Close Date:		03/28/2023	
Pre-Solicitation Meeting Date must be a minimum of 7 days after ad date and 7 days prior to closing date	Date:		Time:		Location:		
Funding Source & Acct #	City:		State:		Federal:	23153218-56694	
Special Requirements, Certifications Etc Please include in this section any special items or licensing etc that would be appropriate/required for this solicitation							
Specifications:							

Please put all the specifications into this box – if they are very large you may include a separate email with the document						
Bid Table: Formerly known as Calc Sheet – Contact Procurement Analyst for Template (Bids)						
RFP Selection Criterion: Contact Purchasing if you need suggestions:	Please list and qualify your criteria with measurable objectives in your document.					
Have the Special and or General Conditions sections been Modified in any way?						
Architect/Engineering Firm:						
A/E Contact:	Contact		Email		Telephone	