

CITY OF NEW HAVEN

BUREAU OF PURCHASES

Solicitation Information Template - SIT

<https://newhavenct.bonfirehub.com>

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|---|---|-------|--|-------------|--|----------------|
| 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 | | | |
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| 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 | | | | | |

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| 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: <small>This will be used for the Advertisement and the Web Page. Be thorough but not too wordy</small> | 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: | | | | | | | | | | |

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|---|--|--|-------|--|-----------|--|
| 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 | |