

**Connecticut Office of Higher Education  
450 Columbus Blvd, Suite 707  
Hartford, Connecticut, 06103**

**Request for Proposal for Contracted Services**

Subject: Request for Proposals

Issued: April 19, 2021

Due On: May 17, 2021

**Re: Secretary of the State Regulations for Higher Education in Connecticut**

Questions and Answers

1. Were there precipitating events, besides time, that triggered pursuing this activity now?

There were no precipitating events besides time for pursuing the activity now. While there were attempts in the past to revise the regulations, we wanted to make a good faith effort to get it done this time around.

2. In item 2 under Statement of Purpose, you mention state approval --- is that just program approval or also state authorization?

It also includes state authorization for postsecondary schools and institutions. While we have implemented procedures, these are not accurately reflected in the regulations currently.

3. In both items 2 &3 under Statement of Purpose, are there specific topics/issues you could share that could help us clarify your goals?

The regulations are so out of date that we are looking for a complete overhaul. This would include addressing even basic issues as what is physical presence (this is not address in the current regulations) to thinking about larger issues around program approval and classification of programs. We would be relying on the expertise of the consultant to guide us through a multitude of issues.

4. For us to better understand how much time to allocate:
  - a. Have you identified the stakeholders?
  - b. Who are they?

The stakeholders are those outlined in the CT Secretary of State approval process. These include, for example, the Attorney General's office, legislature, Office of Fiscal Analysis, and the public. We intend to work more closely with the Connecticut State Colleges and Universities as these regulations would affect them directly, along with other institutions of higher education (such as the University of Connecticut and independent colleges and universities), to receive their input in the process as appropriate.

5. Can you give us more details on how you expect consultants to help OHE present the findings and recommendations of this work to help with the proposed changes to regulations or statutes?

In addition to producing a document that would have the proposed new regulations, we would like recommendations for changes in the statutes as well. An accompanying document would be justifications for the regulation changes. These justifications would be based on evidence from other states or higher education research literature. Also, we would expect the consultant to serve as a subject matter expert and be able to assist in submitting testimony if required, answering questions, and addressing issues as they arise through the approval process.

6. When do you expect the work to be completed? How long do you anticipate work with stakeholders?

We expect that the bulk of the work would be completed in the first 6 to 9 months with an additional 6 to 9 months to help the Office of Higher Education work through the approval process. The majority of stakeholder work would be within the first 6 to 9 months as well. We expect during the additional 6 to 9 months the consultant will be serving more in a subject matter expertise role, with providing testimony or counsel as required.

7. Is there an anticipated budget for this work?

We do not have an anticipated budget and are looking for proposals to provide the best estimate of cost as possible.

8. Is there an expected length to the proposal?

We do not have an expected length.

9. When do you expect the work to begin?

Currently we have the completion of agreements tentative scheduled for June 4, 2021, so our estimation is the beginning or middle of June to commence work.

10. Is the policy review and related work described within the RFP specific to only program approval regulations or is it broader?

It encompasses all of the regulations related to higher education and postsecondary occupational schools, so much broader than program approval.

11. Is this a lowest bid RFP?

No, this is not a lowest bid RFP, meaning we will not just automatically choose the lowest bid RFP that is submitted. RFPs should have a competitive bid and will be evaluated based on “4. Award Procedure” in the RFP.