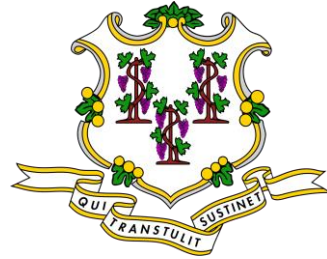


STATE OF CONNECTICUT PROCUREMENT NOTICE

Request for Proposals (RFP) For PSEG Abatement & Demolition Project

RFP Name: PSEG Abatement & Demolition – 3rd Party
Project Monitoring

Issued By:

Department of Economic and
Community Development

December 5, 2024

The Request For Proposal is available in electronic format on the
State Contracting Portal by filtering by Organization for Department
of Economic and Community Development

<https://portal.ct.gov/DAS/CTSource/BidBoard>

or from the Department's Official Contact:

Name: Binu Chandy, Director OBRD
Address: 450 Columbus Boulevard, Hartford CT 06103
Phone: 860-500-2454
Fax: NA
E-Mail: brownfields@ct.gov

The RFP is also available on the Department's website at

<http://www.ctbrownfields.gov>.

RESPONSES MUST BE RECEIVED NO LATER THAN**Wednesday January 6, 2025****At 3 P.M. EST**

The Department of Economic and Community Development is an Equal Opportunity/Affirmative Action Employer.

The Department reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the State of Connecticut (State).

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I. GENERAL INFORMATION

■ A. INTRODUCTION

- 1. RFP Name and Number.** PSEG Abatement & Demolition – 3rd Party Project Monitoring, RFP #24ECD2386
- 2. RFP Summary.** The City of Bridgeport has been awarded a Community Investment Fund grant for the hazardous building materials abatement & demolition of the former PSEG coal plant located at 1 Atlantic Street in Bridgeport, CT. DECD is seeking proposals for a qualified consultant/firm to support DECD through the execution of the work (3rd party consultant) to ensure that all local, state and federal requirements are followed.
- 3. RFP Purpose.** The City of Bridgeport has been awarded a Community Investment Fund grant for the hazardous building materials abatement & demolition of the former PSEG coal plant located at 1 Atlantic Street in Bridgeport, CT. The grant funds will be passed-through the City of Bridgeport to a private entity (Bridgeport Harbor 1-4, LLC, hereinafter referred to as “Bridgeport Harbor”). Bridgeport Harbor intends to undertake the demolition of the existing former PSEG coal plant and all other structures on the Project Property, which shall include the removal of the coal pile to the extent still remaining, and all scrap metals and other materials, and the conduct of all abatement and remediation activities required for the performance of the demolition activities. The demolition activities will require an environmental hazardous materials evaluation to determine the appropriate scope of the demolition activities (to be performed by the funding recipients/sub-recipient’s consultants).

It is anticipated that the constructions phase of the project (abatement & demolition) is expected to commence in January 2025, and continue for 36 months. The selected consultant/firm will continue to provide technical support through fiscal and construction close out of the grant. This will include review of DECD required construction close-out documents (AIA forms as well as proof of abatement/remediation) once received from the funding recipient. Bidders should assume a 42-month commitment, which will include review of monthly Payment Requisition Forms, contractor invoices (G702/G703 or equivalent) and supporting documentation.

DECD is seeking proposals for a qualified consultant/firm to support DECD through the execution of the work (3rd party consultant) to ensure that all local, state and federal requirements are followed.

- 4. Commodity Codes.** The services that the Department wishes to procure through this RFP are as follows:
 - 77000000: Environmental Services
 - 80000000: Management and Business Professionals and Administrative Services
 - 81000000: Engineering and Research and Technology Based Services

■ B. INSTRUCTIONS

- 1. Official Contact.** The Department has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Department employee(s) (including appointed officials) or personnel under contract to the Department about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Binu Chandy – Director Office of Brownfields Remediation & Development
Address: 450 Columbus Boulevard, Hartford CT 06103
Phone: 860-500-2454
E-Mail: brownfields@ct.gov

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

- 2. Registering with State Contracting Portal.** Respondents must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered. Respondents shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the Department contact.
- Secretary of State recognition – Click on appropriate response
 - Non-profit status, if applicable
 - Notification to Bidders, Parts I-V
 - Consulting Agreement Affidavit (OPM Ethics Form 5) – Requires Notarization
<https://portal.ct.gov/media/OPM/OPMForm5ConsultingAgreementAffidavit32814pdf.pdf?la=en>
 - Affirmation of Receipt of State Ethics Affidavit (OPM Ethics Form 6) – Requires Notarization
<https://portal.ct.gov/media/OPM/Finance/psa/OPMEthicsForm6Final91511PDFpdf.pdf?la=en>
 - Iran Certificate (OPM Ethics Form 7) – Requires Notarization
<https://portal.ct.gov/media/OPM/OPMForm7IranCertification32814pdf.pdf?la=en>
- 3. RFP Information.** The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- Department's RFP Web Page
<http://www.ctbrownfields.gov>
- State Contracting Portal (go to CTsource bid board, filter by "Department of Economic and Community Development"
<https://portal.ct.gov/DAS/CTSource/BidBoard>

It is strongly recommended that any proposer or prospective proposer interested in this procurement check the Bid Board for any solicitation changes. Interested proposers may receive additional e-mails from CTsource announcing addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

- 4. Procurement Schedule.** See below. Dates after the due date for proposals ("Proposals Due") are non-binding target dates only (*). The Department may amend the schedule as needed. Any change to non-target dates will be made by

means of an amendment to this RFP and will be posted on the State Contracting Portal and, if available, the Department's RFP Web Page.

- RFP Released: December 5, 2024
- RFP Conference: Not Applicable
- Letter of Intent Due: Not Applicable
- Deadline for Questions: December 18, 2024
- Answers Released: December 20, 2024
- Proposals Due: January 6, 2025
- Interviews: January 13-15, 2025 (anticipated)
- (*) Proposal Selection: January 20, 2025 (anticipated)
- (*) Start of Contract: January 27, 2025 (anticipated)

5. Contract Awards. The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Department. The Department anticipates the following:

- Number of Awards: One Award
- Contract Cost: \$75,000(estimated)
- Contract Term: Forty-Two (42) months

6. Eligibility & Minimum Qualifications of Proposers. To qualify for a contract award, a proposer must have the following minimum qualification:

- A professional services/consulting entity that has
 - experience in similar work, specifically in the following relevant subjects–
 - Hazardous Building Material Assessment & Abatement Monitoring (Licensed Hygienist).
 - Respondent bidders shall have all trainings & certifications required to conducted site visits, as needed throughout the implementation of the work.
 - Demolition services (planning and oversight)
 - Environmental investigation and remediation (Licensed Environmental Professional), and
 - regulatory components;
 - capable of selecting subject matter experts (consultants, entities or both);
 - experience and capability in overseeing the work; and
 - experience and capability of reviewing plans and reports, and providing technical guidance to DECD

7. Letter of Intent. A Letter of Intent (LOI), is not required by this RFP.

8. Inquiry Procedures. All questions regarding this RFP or the Department's procurement process must be directed, in writing, electronically, (e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP, or the procurement process will not be answered. At its discretion, the Department may or may not respond to questions received after the deadline. If this RFP requires a Letter of Intent, the Department reserves the right to answer questions only from those who have submitted such a letter. The

Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The agency will release the answers to questions on the date(s) established in the Procurement Schedule. The Department will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Department's RFP Web Page.

9. RFP Conference. An RFP conference will not be held to answer questions from prospective proposers.

10. Proposal Due Date and Time. The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time: At 3 PM on January 6, 2025.

Name: Binu Chandy – Director Office of Brownfields Remediation & Development
E-Mail: brownfields@ct.gov

Proposals received after the due date and time will be ineligible and will not be evaluated. The Department will send an official letter alerting late respondents of ineligibility.

An acceptable submission must include the following:

- One (1) conforming electronic copy of the original proposal.

The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

The electronic copy of the proposal must be emailed to the official agency contact for this procurement. The subject line of the email must read: **PSEG Abatement & Demolition – 3rd Party Project Monitoring**. Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than **25MB** as this reflects The Department's server limitations. Respondents should work to ensure there are not additional IT limitations from the provider side.

11. Multiple Proposals. The submission of multiple proposals is not an option for this procurement.

II. PURPOSE OF RFP AND SCOPE OF SERVICES

■ A. DEPARTMENT OVERVIEW

The Department of Economic and Community Development (DECD or Department) is the state's lead agency responsible for strengthening Connecticut's competitive position in the rapidly changing, knowledge-based global economy. DECD takes a comprehensive approach to economic development that incorporates community development, transportation, education, and arts and culture. Specifically, the department:

- Supports existing businesses and attracts new businesses and jobs with a wide range of programs and services to help companies prosper;
- Promotes Connecticut industries and businesses here at home, throughout the country and across the globe;
- Strengthens Connecticut's communities by providing funding and technical support for local community and economic development projects;
- Works to make tourism a leading economic contributor and a source of pride for Connecticut;
- Develops and strengthens the arts in Connecticut and makes artistic experiences widely available to residents and visitors; and
- Helps to eliminate brownfield properties by promoting smart growth principles, strengthening public/private partnerships and providing a one-stop resource for expertise

■ B. SERVICE OVERVIEW

- Project Objectives: Serve as DECD's technical expert through the planning, execution and completion of the proposed abatement & demolition of the former PSEG property.
- The ideal candidate will work with DECD as a collaborative team to ensure successful implementation of the grant-funded work, without project delays.
- Respondent bidders should identify target milestones, checkpoints and propose a frequency for progress site visits within their submittals (based on technical expertise and understanding of all local, state and federal requirements associated with the abatement, demolition, possible soil excavation scope of work).
- Respondent bidders must have a minimum of 1 Licensed Environmental Professional and certified building services/abatement hygienist on staff to provide technical support to DECD throughout implementation of the work. Staff shall have all required training and certification that will allow for field-site visits during the implementation of the work, as needed.

■ C. SCOPE OF SERVICE DESCRIPTION

The selected consultant/firm will be responsible for the following:

- Review remedial/abatement and/or demolition design plans prepared by the client's consultant for conformance with local, state and federal requirements and advise DECD of any concerns
- Review of monthly payment requisitions, supporting G702s/G703s, proof of payment (and any other supporting documentation) & confirm compliance with field conditions/actual project progress

- Review of all environmental reports submitted in support of project/payment reimbursement requests for compliance with local, state & federal requirements and advise DECD of any concerns
- Review project conformance with all local, state and federal requirements and advise DECD of any concerns.
- Project progress oversight: confirm compliance with all local, state and federal requirements throughout duration of work and periodically monitor progress.
- Provide technical support to DECD as issues arise throughout the implementation of the work. Please note that all project communication will be directly with DECD.
- Provide DECD with monthly project updates corresponding to reimbursement request process.
- Review remedial, abatement and demolition summaries upon the completion of the work. Please note that in the event that completion of the project is delayed, it is the expectation that the selected contractor will continue to support the project activities until the completion of the proposed work at an additional cost.

Staffing Expectations: The consultant/entity should have adequate staff to be able to complete project reviews and respond to DECD in a timely manner. The consultant/entity should also have staff with appropriate credentials and experience to be able to perform the required analysis and to make recommendations.

Technology and Resources Expectations: The consultant/entity should have adequate technology capability to handle the work in a competent manner.

Financial Expectations: The consultant/entity will be required to agree to all the terms and conditions in the DECD contract and carry required insurance.

Budget Expectations: The proposed budget will need to cover the costs of the full project including, but not limited to, the costs of any sub-consultants (if required), meetings, site-visits, correspondence with state agencies and 3rd parties, preparation of project summaries, presentations and other incidental expenses. The submitted proposal should be a flat fee proposal that is based on an hourly rate and expense schedule broken down by direct deliverables that the selected consultant/entity is responsible for. Additional costs for the extension of work past the forty-two (42) month scope of this agreement should be submitted with this bid for consideration. A labor and materials rate sheet, including a commitment to hold current rates for a minimum of three years is required to be included in submissions.

The consultant/entity most qualified to perform the required services based on the selection criteria while being cost-competitive will be chosen.

■ D. PERFORMANCE MEASURES

The following performance metrics highlight key priorities that will be analyzed with providers/vendors collaboratively during the life of the contract. This is not an exhaustive list, but rather an indication of significant performance metrics of interest to The Department. The Department looks forward to working with providers/vendors to define additional important performance metrics.

Success will be based on the quality and reliability of the technical guidance given to DECD. The selected consultant/firm shall take a proactive, lead role in the progress monitoring of the project and provide recommendations and document reviews in a timely manner (3 business days).

Providers are welcome to propose additional key metrics in proposal submissions.

■ **E. CONTRACT MANAGEMENT/DATA REPORTING**

As part of the State’s commitment to becoming more outcomes-oriented, the Department of Economic and Community Development, seeks to actively and regularly collaborate with providers/vendors to enhance contract management, improve results, and adjust service delivery and policy based on learning what works. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate results and performance, and drive service improvements. As such, the Department of Economic and Community Development reserves the right to request/collect other key data and metrics from providers/vendors.

III. PROPOSAL SUBMISSION OVERVIEW

■ A. SUBMISSION FORMAT INFORMATION

- 1. Required Outline.** All proposals must follow the required outline presented in Section IV – Proposal Outline. Proposals that fail to follow the required outline will be deemed non-responsive and not evaluated.
- 2. Cover Sheet.** The Cover Sheet is Page 1 of the proposal.
The proposer must develop a Cover Sheet that includes the information below.
Legal Name is defined as the name of the provider, vendor, submitting the proposal.
Contact Person is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.
 - RFP Name or Number: RFP #24ECD2386
 - Legal Name:
 - FEIN:
 - Street Address:
 - Town/City/State/Zip:
 - Contact Person:
 - Title:
 - Phone Number:
 - E-Mail Address:
 - Authorized Official:
 - Title:
 - Signature:
- 3. Table of Contents.** All proposals must include a Table of Contents that conforms with the required proposal outline.
- 4. Executive Summary.** Proposals must include a high-level summary, not exceeding 2 pages of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP.
- 5. Attachments.** Attachments other than the required Appendices or Forms identified in the RFP are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.
- 6. Style Requirements.** ***THIS IS AN ELECTRONIC SUBMISSION.***

Submitted proposals must conform to the following specifications:

- Page Limit: 10 pages (not counting the Cover Sheet and Table of Contents)
- Font Size: 12
- Font Type: Times New Roman
- Margins: 1 inch
- Line Spacing: 1 ½

- 7. Pagination.** The proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer.
- 8. Declaration of Confidential Information.** Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. In the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).
- 9. Conflict of Interest - Disclosure Statement.** Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Department will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

■ B. EVALUATION OF PROPOSALS

- 1. Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and awarding contracts, the Department will conform with its written procedures for POS and PSA procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85). Final funding allocation decisions will be determined during contract negotiation.
- 2. Evaluation Review Committee.** The Department will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Department staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission

Requirements by score and rank ordered and make recommendations for awards. The DECD Commissioner's Office will make the final selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.

- 3. Interviews.** Following the Review Committee's preliminary scoring/evaluation process, the Department may conduct interviews with shortlisted entities to reach final award decisions. The Interviews are an opportunity for the Review Committee to learn more about proposers' experience, substantiate the preliminary scoring/review, finalize the scoring and award decisions. The Committee may also have questions about the content of proposals. The Department will notify proposers if they have been selected for an interview and share a list of interview questions in advance. Participation in an interview does not guarantee an award and may not be required to receive an award.
- 4. Minimum Submission Requirements.** To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) meet the Eligibility and Qualification requirements to respond to the procurement; (4) follow the required Proposal Outline; and (5) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any proposal that deviates significantly from the requirements of this RFP.
- 5. Evaluation Criteria.** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals.
 - Organizational/Consultant Profile (including Qualifications and Experience)
 - Diversity, Equity, and Inclusion Considerations
 - Scope of Work; Work Plan/Schedule and Timeline
 - Staffing Plan; Plan to Hire Sub-Contractors
 - Technology and Resources
 - Cost Competitiveness & Budget Narrative

Note:

As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

- 6. Proposer Selection.** Upon completing its evaluation of proposals, the Review Committee will submit the rankings of all proposals to the DECD Commissioner. The final selection of a successful proposer is at the discretion of the Commissioner. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and proposer selection process. The Department reserves the right to decline to award contracts for activities in which the Commissioner or Agency Head considers there are not adequate respondents.
- 7. Debriefing.** Within ten (10) days of receiving notification from the Department, unsuccessful proposers may contact the Official Contact and request information

about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered “day one” of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Department to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Department will schedule and hold the debriefing meeting within fifteen (15) days of the request. The Department will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.

- 8. Appeal Process.** Proposers may appeal any aspect the Department’s competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Department head. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after an agency notifies unsuccessful proposers about the outcome of the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered “day one” of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for the Department to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.
- 9. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Department’s contracting procedures, which may include approval by the Office of the Attorney General. Fully executed and approved contracts will be posted on State Contracting Portal and the Department website.

IV. REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS**A. Cover Sheet****B. Table of Contents****C. Executive Summary****D. Main Proposal****E. Attachments** (clearly referenced to summary and main proposal where applicable)**F. Declaration of Confidential Information****G. Conflict of Interest - Disclosure Statement****H. Statement of Assurances*****A: Cover Sheet***

The Respondent must use a Cover Sheet capturing the following information:

- RFP Name or Number:
- Legal Name:
- FEIN (not required for currently contracted providers/vendors):
- Street Address:
- Town/City/State/Zip:
- Contact Person:
- Title:
- Phone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Signature:

Legal Name is defined as the name of provider, vendor, CT State agency, or municipality submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

B: Table of Contents

Respondents must include a Table of Contents that lists sections and subsections with page numbers that follow the organization outline and sequence for this proposal.

C: Proposer Executive Summary

The page limitation for this section is 2 pages briefly describing how the Respondent meets the eligibility and qualification criteria outlined in the Proposal Overview and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

D: Main Proposal Submission Requirements To Submit a Responsive Proposal:

*****Please note the maximum total page length for this section is 8 pages.**

All appendices and other attachments should be referred to in section D and then placed in section E. The Department Review Committee will not read answers longer than 8 pages in this section.

1. ORGANIZATIONAL/CONSULTANT PROFILE

Organization Description and History: Provide a general overview of your organization including its history and prior experiences engaging with relevant key stakeholders. Describe any measurable steps you have taken to diversify your internal workforce (e.g., women, people of color, and people from other historically marginalized groups).

- a. Purpose, Mission, Vision, Values.
- b. Entity Type / Parent Organization / Years of Operation
- c. Current Range of Services / Clients
- d. Qualifications
- e. Relevant Experience
- f. Accreditation / Certification / Licensure.
- g. Governance System
- h. Diversity, Equity, and Inclusion Considerations
- i. References

2. SCOPE OF SERVICES/WORK PLAN/SCHEDULE AND TIMELINE

- a. Start Date.
- b. Timetable / Schedule.
- c. Tasks, Deliverables
- d. Methodologies.
- e. Measurable Objectives
- f. Quality Assurance Protocols
- g. Special Health or Safety Requirements

3. STAFFING PLAN (PLAN TO HIRE SUB-CONTRACTORS)

Describe the staffing plan to accomplish the project.

- a. Key Personnel / Managers
- b. Staffing Levels & Qualifications
- c. Job Descriptions
- d. Personnel Organization Chart
- e. Sub-contractor Info
 - i. Legal Name of Agency, Address, FEIN
 - ii. Contact Person, Title, Phone, Fax, E-mail
 - iii. Services Currently Provided
 - iv. Services To Be Provided Under Subcontract
 - v. Subcontractor Oversight
 - vi. Subcontract Cost and Term

4. TECHNOLOGY AND RESOURCES

- a. *E-Mail / Internet Capabilities*
- b. *IT Infrastructure / Hardware & Software Quality*
- c. *Data Collection / Storage / Reporting*
- d. *Evaluation / Outcome Measures*

5. COST COMPETITIVENESS & BUDGET NARRRRATIVE

The consultant/entity most qualified to perform the required services based on the selection criteria while being cost-competitive will be chosen. Please see Section 2. Scope of Services for more details about Budget Expectations.

- a. *Narrative*
- b. *Line-Item Budget Form*
- c. *Subcontractor Costs*
- d. *Proposed rates for project extension*

E: Attachments

Attachments other than the required attachments identified are not permitted and will not be evaluated. See the Proposal Checklist in Appendix VI.C. for a list of relevant attachments. Further, the required attachments must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions may result in disqualification.

- a. **Résumés/Bios of Key Personnel**
 - i. Copies of all applicable licenses/certifications (LEP, Certified Hygienist, etc)
- b. **Two years of most recent annual audited financial statements; OR any financial statements prepared by a Certified Public Accountant** for proposers whose organizations have been incorporated for less than two years.
- c. **Completed budget template**
- d. Labor and materials rate sheet (to be held for a minimum of three years)

F: Declaration of Confidential Information

If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL prior to submission. The proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

G: Conflict of Interest – Disclosure Statement

Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The

existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. *Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

H: Statement of Assurances

Place after Conflict of Interest-Disclosure Statement. Sign and return Appendix.

V. MANDATORY PROVISIONS

■ A. STANDARD CONTRACT PROVISIONS FOR PERSONAL SERVICES AGREEMENT PSA

Please refer to the *Comptroller's Office PSA Terms and Conditions*, which includes the generic state contract requirements.

■ B. ASSURANCES

By submitting a proposal in response to this RFP, a proposer implicitly gives the following assurances:

- 1. Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Department may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.
- 3. Competitors.** The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
- 4. Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Department may include the proposal, by reference or otherwise, into any contract with the successful proposer.

- 5. Press Releases.** The proposer agrees to obtain prior written consent and approval of the Department for press releases that relate in any manner to this RFP or any resultant contract.

■ **C. TERMS AND CONDITIONS**

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

- 1. Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
- 2. Preparation Expenses.** Neither the State nor the Department shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
- 3. Exclusion of Taxes.** The Department is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.
- 4. Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
- 5. Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Department may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Department, and at the proposer's expense.
- 6. Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Department. The Department may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Department. At its sole discretion, the Department may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
- 7. Presentation of Supporting Evidence.** If requested by the Department, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Department may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to perform the duties required by this RFP. At its discretion, the Department may also check or contact any reference provided by the proposer.
- 8. RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the

proposer and the Department and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Department and, if required, by the Attorney General's Office.

■ D. RIGHTS RESERVED TO THE STATE

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the State:

- 1. Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Department.
- 2. Amending or Canceling RFP.** The Department reserves the right to amend or cancel this RFP on any date and at any time, if the Department deems it to be necessary, appropriate, or otherwise in the best interests of the State.
- 3. No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.
- 4. Award and Rejection of Proposals.** The Department reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.
- 5. Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.
- 6. Contract Negotiation.** The Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from proposers. The Department may set parameters on any BFOs received.
- 7. Clerical Errors in Award.** The Department reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.
- 8. Key Personnel.** When the Department is the sole funder of a purchased service, the Department reserves the right to approve any additions, deletions, or changes in

key personnel, with the exception of key personnel who have terminated employment. The Department also reserves the right to approve replacements for key personnel who have terminated employment. The Department further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Department.

■ E. STATUTORY AND REGULATORY COMPLIANCE FOR PSA

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:

- 1. Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.
- 2. Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
- 3. Consulting Agreements, C.G.S. § 4a-81.** Proposals for State contracts with a value of \$50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall include a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms

IMPORTANT NOTE: A proposer must complete and submit OPM Ethics Form 5 to the Department with the proposal.

- 4. Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If a proposer is awarded an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the proposer must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at http://www.ct.gov/opm/fin/ethics_forms

IMPORTANT NOTE: The successful proposer must complete and submit OPM Ethics Form 1 to the Department prior to contract execution.

- 5. Nondiscrimination Certification , C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a proposer is awarded an opportunity to negotiate a contract, the proposer must provide the Department with *written representation* or *documentation* that certifies the proposer complies with the State's nondiscrimination agreements and warranties. A nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at http://www.ct.gov/opm/fin/nondiscrim_forms

IMPORTANT NOTE: The successful proposer must complete and submit the appropriate nondiscrimination certification form to the awarding Department prior to contract execution.

VI. APPENDIX

A. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunity (CT)
CT	Connecticut
DAS	Department of Administrative Services (CT)
FOIA	Freedom of Information Act (CT)
IRS	Internal Revenue Service (US)
LEP	Licensed Environmental Professional (CT)
LOI	Letter of Intent
OAG	Office of the Attorney General
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
PSA	Personal Service Agreement
P.A.	Public Act (CT)
RFP	Request For Proposal
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

- *contractor*: a private provider organization, CT State agency, or municipality that enters into a POS contract with the Department as a result of this RFP.
- *proposer*: a private provider organization, CT State agency, or municipality that has submitted a proposal to the Department in response to this RFP. This term may be used interchangeably with respondent throughout the RFP.
- *prospective proposer*: a private provider organization, CT State agency, or municipality that may submit a proposal to the Department in response to this RFP, but has not yet done so
- *subcontractor*: an individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific service as part of a PSA with the Department as a result of this RFP

B. STATEMENT OF ASSURANCES

Department of Economic and Community Development

The undersigned Respondent affirms and declares that:

1) General

- a. This proposal is executed and signed with full knowledge and acceptance of the RFP CONDITIONS stated in the RFP.
- b. The Respondent will deliver services to the Department the cost proposed in the RFP and within the timeframes therein.
- c. The Respondent will seek prior approval from the Department before making any changes to the location of services.
- d. Neither the Respondent or any official of the organization nor any subcontractor the Respondent or any official of the subcontractor organization has received any notices of debarment or suspension from contracting with the State of CT or the Federal Government.
- e. Neither the Respondent or any official of the organization nor any subcontractor to the Respondent or any official of the subcontractor's organization has received any notices of debarment or suspension from contracting with other states within the United States.

Legal Name of Organization:

Authorized Signatory

Date

C. PROPOSAL CHECKLIST

To assist respondents in managing proposal planning and document collation processes, this document summarizes key dates and proposal requirements for this RFP. Please note that this document does not supersede what is stated in the RFP. Please refer to the Proposal Submission Overview, Required Proposal Submission Outline, and Mandatory Provisions (Sections II, III, and IV of this RFP) for more comprehensive detail **This is a tool for proposers to use.** It is the responsibility of each respondent to ensure that all required documents, forms, and attachments, are submitted in a timely manner.

Key Dates

Procurement Timetable		
The Department reserves the right to modify these dates at its sole discretion		
Item	Action	Date
1	RFP Released	December 5, 2024
2	Deadline for Questions	December 18, 2024 – 3 P.M.
3	Responses; RFP Addendum	December 20, 2024
4	Proposals Due	January 6, 2025 – 3 P.M.
5	Interviews (anticipated)	January 13-15, 2025
6	Award (anticipated)	January 20, 2025

Registration with State Contracting Portal (if not already registered):

- Register at: <https://portal.ct.gov/DAS/CTSource/Registration>
- Submit required forms:
 - Consulting Agreement Affidavit (OPM Ethics Form 5) – Requires Notarization; available at: <https://portal.ct.gov/media/OPM/OPMForm5ConsultingAgreementAffidavit32814pdf.pdf?la=en>
 - Affirmation of Receipt of State Ethics Affidavit (OPM Ethics Form 6) – Requires Notarization; available at: <https://portal.ct.gov/media/OPM/Finance/psa/OPMEthicsForm6Final91511PDFpdf.pdf?la=en>
 - Iran Certificate (OPM Ethics Form 7) – Requires Notarization; available at: <https://portal.ct.gov/media/OPM/OPMForm7IranCertification32814pdf.pdf?la=en>

Proposal Content Checklist

- ☐ **Cover Sheet** including required information:
- RFP Name or Number
 - Legal Name
 - FEIN
 - Street Address
 - Town/City/State/Zip
 - Contact Person
 - Title
 - Phone Number
 - E-Mail Address
 - Authorized Official
 - Title

- Signature

- ☐ **Table of Contents**
- ☐ **Executive Summary:** high-level summary of proposal and cost
- ☐ **Main proposal body answering all questions with relevant attachments.**
Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification.
- ☐ **IRS Determination Letter** (for nonprofit proposers)
- ☐ **Two years of most recent annual audited financial statements; OR any financial statements prepared by a Certified Public Accountant** for proposers whose organizations have been incorporated for less than two years.
- ☐ **Proposed budget**, including budget narrative and cost schedules for planned subcontractors if applicable. A labor and materials rate sheet, including a commitment to hold current rates for a minimum of three years is required.
- ☐ **Conflict of Interest Disclosure Statement**
- ☐ **Statement of Assurances**

Formatting Checklist

- ☐ Is the proposal formatted to fit 8 ½ x 11 (letter-sized) paper?
- ☐ Is the main body of the proposal within the page limit?
- ☐ Is the proposal in 12-point, Times New Roman font?
- ☐ Does the proposal format follow normal (1 inch) margins and 1 ½ line spacing?
- ☐ Does the proposer's name appear in the header of each page?
- ☐ Does the proposal include page numbers in the footer?
- ☐ Are confidential labels applied to sensitive information (if applicable)?