

**SUPPLIER/VENDOR CONDITIONS OF PARTICIPATION FORM
 2023/2024 CONNECTICUT ENERGY ASSISTANCE PROGRAM (CEAP)**

The purpose of this Supplier/Vendor Conditions of Participation Form (hereinafter referred to as the “Document”) is to establish the conditions of participation by vendors of ultra-low sulfur red dye distillate oil, kerosene, and propane in the 2023/2024 Connecticut Energy Assistance Program (CEAP). The conditions referenced in this Document apply to fuel deliveries made to households eligible for the Connecticut Energy Assistance Program (CEAP).

PART I – DOCUMENT TERM AND IMPORTANT DATES

This Document shall be in effect from October 1, 2023, through September 30, 2024. Important dates are provided below:

- **November 1, 2023** **First day for fuel deliveries that can be paid by the program.**
- April 1, 2024 Deadline for fuel authorizations or deliveries
- May 31, 2024 The last day that a household can apply to establish its eligibility for benefits.
- June 17, 2024 Last day to submit deliverable fuel bills.

PART II – VENDOR INFORMATION

List your primarily used business name:

Legal Business Name	
Business Mailing Address	
Contact Person	
FEIN or Social Security #	
Phone #	
Heating Oil Dealer (HOD)#	
HOD Expiration date	
Fax #	
Email Address	

- For Vendors delivering home heating oil, please identify which of the following four wholesales terminals is closest to your primary operating location:

- Bridgeport
- Hartford
- New Haven
- Norwich
- Not applicable

If your company does business sharing different names but with the same federal identification or social security number, list all other names that your company uses, including address and contact information. Please add additional pages if needed.

VERIFICATION OF REGISTRATION AS A HOME HEATING OIL/PROPANE VENDOR WITH THE DEPARTMENT OF CONSUMER PROTECTION FOR YOUR COMPANY AND ALL DBA'S (IF APPLICABLE) MUST BE INCLUDED.

Business Name	
Business Mailing Address	
Contact Person	
FEIN or Social Security #	
Phone #	
Heating Oil Dealer (HOD)#	
HOD Expiration date	
Fax #	
Email Address	

_____ Initial

Business Name	
Business Mailing Address	
Contact Person	
FEIN or Social Security #	
Phone #	
Heating Oil Dealer (HOD)#	
HOD Expiration date	
Fax #	
Email Address	

Business Name	
Business Mailing Address	
Contact Person	
FEIN or Social Security #	
Phone #	
Heating Oil Dealer (HOD)#	
HOD Expiration date	
Fax #	
Email Address	

Business Name	
Business Mailing Address	
Contact Person	
FEIN or Social Security #	
Phone #	
Heating Oil Dealer (HOD)#	
HOD Expiration date	
Fax #	
Email Address	

Additional Information

1. Indicate which Community Action Agency(s) your company does or will do business with.

Check all that apply	
The ACCESS Agency, Inc. Willimantic area Danielson area	Alliance for Community Empowerment, Inc. Bridgeport area Norwalk area
Community Action Agency of New Haven, Inc. New Haven area	Community Action Agency of Western Connecticut, Inc. Danbury area Stamford area
Community Renewal Team, Inc. Hartford area Middletown area	Human Resources Agency of New Britain, Inc. New Britain area Bristol area
New Opportunities, Inc. Waterbury area Meriden area Torrington area	TEAM, Inc. Derby area Ansonia area Milford area
Thames Valley Council for Community Action, Inc. Norwich area New London area	

2. Indicate whether your company will accept **new** energy assistance customers that reside in your service area.

- Yes
- No

3. Indicate the type(s) of services your company provides.

- Clean, Tune & Test (CTT) Repairs and/or Replacements of Systems

Is your company licensed for and provide CTT, repairs and/or replacements of heating systems, including furnaces, boilers, and oil tanks? Yes No

4. Indicate the type(s) of heating fuel that you will provide pursuant to this Document.

- Heating Oil
 Kerosene
 Propane

5. Please indicate emergency/special fees charged to your regular customers, if any, for the following:

Service Category	Price Charged	Initial
*Same-day, weekday delivery:	\$	
*Same-day, weeknight delivery:	\$	
*Same-day, weekend delivery:	\$	
*Furnace Start-Up:	\$	
¹ Minimum delivery (gallons):	Pursuant to section 16a-22a of the Connecticut General Statutes	
Fee if not met:	\$	
Clean, Tune & Test:	\$	

Please note that if a fee amount is not entered in any section above that there will be no fee charged for that line item. If there are no fees for any categories, "0" must be entered for all categories.

*The above fees will only be paid if the service is requested/approved by a Community Action Agency

¹ Pursuant to section 16a-22a of the Connecticut General Statutes, the minimum heating oil or propane delivery shall not exceed one hundred (100) gallons or 75% of primary tank size, whichever is less. Vendors may choose to set their minimum delivery requirements lower than these limits but cannot set a higher minimum delivery limit.

PART III – GENERAL PROVISIONS

Full Name of Vendor _____

Enter the Full Legal Name of Business

hereinafter referred to as “Vendor,” does hereby agree that it, its trade name(s), and DBA(s) shall:

1. Not bill a CEAP customer or Community Action Agency more for services or product than billed to any other customer who orders the same services or quantities of product.
2. Legibly post on **all** invoices, statements and metered tickets the **client’s name, service delivery address, energy client identification number** and the **current residential retail rate per gallon on the date of delivery.**
3. Extend to CEAP customers any prompt payment discounts afforded other customers and shall provide that the beginning of the discount period commences upon the date of the Vendor’s presentation of the bill to the Community Action Agency.
4. Make deliveries in accordance with Sec. 16a-22a of the Connecticut General Statutes.
5. Make deliveries within the amounts authorized by the Community Action Agency. Vendors will receive authorizations from the Community Action Agency for “Basic Benefits and Crisis Assistance” benefits **prior** to each delivery. **Only one delivery is to be made per authorization.**
6. Agree that CEAP may cover the cost of a clean, tune and test (CTT) for an energy assistance customer, if funds remain available. Renters must receive written permission from their landlord to receive this benefit. **To be eligible for payment, the clean, tune and test must be authorized by the Community Action Agency.**
7. Agree that CEAP may pay for up to **one (1)** restart per household during the program year. Restart payment will be made, provided that sufficient funds remain in the eligible household’s benefits. Payment for additional restarts will be the responsibility of the participating household.
8. Allow inspection by the state or an agent of the state of any company records deemed necessary by the state or said agent for verification of the accuracy and legitimacy of invoices, including, but not limited to, retail rates per gallon.
9. Agree to retain all records related to the participation in the program for a period of three years from the close of the program.
10. Agree that in case of a disputable invoice, the state reserves the right to withhold payment until resolution of the matter.
11. Agree that to receive payment, the CEAP customer and/or Vendor must submit bills to the Community Action Agency by **June 17, 2024.**
12. Submit this properly executed Document to the Department of Social Services (DSS) to be included on the Approved Supplier Vendor List.
13. Submit verification of its registration with the Department of Consumer Protection for the company and all DBA’s, in accordance with Sec. 16a-23m of the Connecticut General Statutes. **The verification(s) must be attached to your completed Document.**

14. Agree that CEAP customers will not be charged the difference between the Vendor's retail price and the Fixed Margin Price.
15. Agree that, based on the availability of funds, payments will be issued in accordance with section 16a (a)-41a (1)(F) of the Connecticut General Statutes and as amended by Public Act 23-204, **no later than ten (10) business days after the Community Action Agency's receipt of an authorized fuel slip or invoice for payment.** The ten-day payment period is **based on the date the bill is received**, not the date the delivery was made.
16. Agree that energy program payments will be determined according to the price on the **date that the fuel is delivered**, as calculated under Part IV below, not the price for the date that the fuel was approved and/or authorized.
17. Agree that in the case of receipt of payment for a delivery from both an energy assistance customer and a Community Action Agency, the Vendor shall reimburse the customer if the customer so requests. Reimbursement shall be for the amount paid by the customer.
18. Make emergency deliveries to energy assistance customers within twenty-four (24) hours of receipt of a fuel authorization from the Community Action Agency and seventy-two (72) hours for non-emergency deliveries. If unable to make deliveries within the allotted times, the Vendor must notify the Community Action Agency as to when the delivery will be made. If the delivery cannot be made within the allotted times, it may be necessary for the Community Action Agency to cancel the authorization and reauthorize the delivery with another vendor.
19. Agree that payment under the energy assistance program is permitted only for those fuel deliveries which are authorized by the Community Action Agency. **For customers on automatic delivery, the Vendor must have received authorization from the Community Action Agency prior to making each fuel delivery.**
20. Provide to DSS, upon written request, the account history for CEAP recipient households serviced by the vendor for the previous twelve (12) months, or the available account history plus estimates if less than 12 months of billing history is available. This information shall be provided to DSS at no cost to DSS and shall be provided as an electronic record in either Microsoft excel format or a text file in comma separated values (CSV) format that includes client level data based on a template that the Department will provide;
21. Agree that the completion of this Document obligates the Vendor to all terms and conditions, as detailed herein, for the 2023/2024 energy assistance program year and that failure to comply with any of these terms and conditions will result in the Vendor's suspension from the program for the remainder of the 2023/2024 program year.
22. Agree to safeguard the use, publication, and disclosure of information on all clients who receive services under this program in accordance with all applicable federal and state law, including, but not limited to, section 17b-90 of the Connecticut General Statutes, concerning confidentiality.
23. Agree that vendors requesting to withdraw from participation in the 2023/2024 CEAP must do so in writing to the Department of Social Services, Office of Community Services, 55 Farmington Avenue, Hartford, CT 06105 or via email: Energy.Vendors@ct.gov. If removal is so requested, the Vendor will be suspended from participation in the programs for the remainder of the 2023/2024 CEAP program year. The Community Action Agency will notify the Vendor's CEAP customers. These customers will be required to select another vendor from the list of participating vendors. No further authorizations will be issued to the withdrawn vendor during the remainder of the current program year. Payment for any outstanding authorizations of heating oil will be made in accordance with the Fixed Margin Price.

24. Agree that eligible CEAP customers, at their discretion, may change vendors during the program year. In this event, any remaining balance of funds will be made available for the new vendor, and no further deliveries will be made by the previous vendor.
25. Not be bound, by signing this Document, to make deliveries to CEAP customers outside of its normal service territory or working hours, or to provide services beyond those offered to customers whose deliveries are not approved and/or authorized by the Community Action Agency.
26. Not be obligated to accept new CEAP customers. However, if a vendor agrees to accept new CEAP customers, the vendor is not permitted to require a credit report as a condition of acceptance. Vendors may request credit reports in situations where a CEAP customer is seeking credit for future deliveries not paid for by the energy assistance program.

PART IV – PRODUCT PRICING

DSS will use information from the Oil Price Information Services (OPIS) to determine the daily Fixed Margin Price, which will be used to pay oil vendors making oil deliveries to CEAP households. The Fixed Margin Price will be based on the daily OPIS Gross Ultra Low Sulfur Red Dye Distillate price, plus a fixed margin of 50 cents per gallon.

In addition, the Fixed Margin Pricing Program will continue to include county differentials in the pricing mechanism. The county differentials are as follows, and **include the 50 cents fixed margin:**

Fairfield County	\$0.615
Hartford County	\$0.539
Litchfield County	\$0.567
Middlesex County	\$0.533
New Haven County	\$0.545
New London County	\$0.542
Windham County	\$0.600
Tolland County	\$0.599

The following example is for demonstration purposes:

Oil deliveries made on Wednesday, December 21, 2022, were paid based on the delivery price for December 21, which in turn is established by using the previous day’s New Haven Rack Average OPIS Price, as provided in this example by OPIS, plus a county differential. The price for oil deliveries in Fairfield County on Wednesday, December 21, 2022, was determined as follows:

\$3.248	New Haven Rack Average OPIS Price, Tuesday, December 20, 2022
\$0.500	Fixed Margin in FFY 2023 (September 1, 2022 – May 31, 2023)
<u>\$0.115</u>	County Differential – Fairfield County
\$3.863	Total Fixed Margin Price for Wednesday, December 21, 2022 (Fairfield County)

Please note, since each county has a different county differential, the Total Fixed Margin Price on any given day will vary from county to county.

Vendors who deliver in multiple counties will be paid in accordance with the county differential in the county the delivery is made. DSS will determine all fixed margin prices.

The pricing mechanism may be adjusted by DSS to respond to unanticipated changes in the heating oil market.

In the event of the shutdown of state offices due to an emergency, e.g., hazardous weather, the last posted fixed margin price shall remain in effect until the state offices reopen.

Vendors must put their retail price on all delivery tickets, bills, or statements. If the vendor’s posted retail price is lower than the Fixed Margin Price, the vendor will be paid in accordance with the retail price.

For those deliveries of home heating oil paid by the program, vendors shall not charge CEAP customers the difference between their retail price and the CEAP payment.

All kerosene and propane deliveries will be paid at the vendor’s regular retail price.

Deliveries made before a CEAP customer’s eligibility has been determined may be paid, if the customer is found eligible, and the delivery was made **on or after** November 1, 2023, to April 1, 2024, or if authorized by the CAA, by April 6, 2024

PART V – MISCELLANEOUS PROVISIONS

The Vendor understands and agrees that if the State of Connecticut has reason to believe that the Vendor may have misrepresented, violated, or attempted to violate any part of this Document, the Vendor is subject to having their participation as a supplier in the energy assistance program immediately suspended. Suspected violations of Connecticut law shall be investigated, and if appropriate, prosecuted. Vendors found in violation shall be barred from participation in the energy assistance program for five years.

This Document is subject to Section 53a-157b of the Connecticut General Statutes, which provides as follows: "A person is guilty of false statement in the second degree when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true, and which statement is intended to mislead a public servant in the performance of his official function." Should at any time any provision of this Document be found by the State to be legally unenforceable, that provision will automatically be considered void, but all other provisions of this Document will remain in effect. This Document is subject to the provisions in Executive Order No. 3 and 17, as they relate to non-discrimination.

This contract is subject to the provisions of Executive Order No. 3 of Governor Thomas J. Meskill, promulgated June 16, 1971, and, as such, this contract may be canceled, terminated, or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. 3, or any state or federal law concerning non-discrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as a part of the consideration hereof, agree that said Executive Order No. 3 is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continued jurisdiction in respect to contract performance regarding non-discrimination, until the contract is completed or terminated prior to completion. The contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. 3, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

This contract is subject to the provisions of Executive Order No. 17 of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be canceled, terminated, or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. 17, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdictions in respect to contract performance regarding listing all employment openings with the Connecticut State Employment Service.

PART VI – ACCEPTANCE

IN ORDER FOR THIS DOCUMENT TO BE COMPLETE, YOU MUST INITIAL EACH PAGE AND SIGN BELOW. SIGNATURE ON THIS PAGE SIGNIFIES AGREEMENT TO THE TERMS AND CONDITIONS SPECIFIED IN THIS DOCUMENT.

Signed _____

Date _____

Authorized Agent of Vendor

Print _____

Authorized Agent of Vendor

Once completed, the preferred method for submitting the document is to email it to energy.vendors@ct.gov. Please enter your business name on the subject line. As an **alternative**, you can fax a copy to CEAP Energy Services at (860) 424-4952, **or** you can mail it to: CEAP Energy Services, Connecticut Department of Social Services, Office of Community Services, 55 Farmington Avenue, 10th floor, Hartford, CT 06105. **Please use only one method of submittal to avoid delays.**

TO PREVENT DELAYS IN PROCESSING, RETURN ALL 8 PAGES OF THIS DOCUMENT AND INCLUDE VERIFICATION OF REGISTRATION AS A HOME HEATING OIL/PROPANE VENDOR WITH THE DEPARTMENT OF CONSUMER PROTECTION FOR YOUR COMPANY AND EACH OF YOUR DBA(s) (if applicable).