



Solicitation Number: 24PSX0030

**Section 8 Housing Choice Voucher & Rental Assistance
Solution**

Request for Proposal (RFP)

State of CT - DAS Procurement

February 05, 2025 - March 05, 2025

General Header Information

No. 24PSX0030
Title: Section 8 Housing Choice Voucher & Rental Assistance Solution
Start Date: February 05, 2025 at 4:00:00 PM EST
End Date: March 05, 2025 at 2:00:00 PM EST
Vendor Q&A Start Date: February 05, 2025 at 4:45:00 PM EST
Vendor Q&A End Date: February 15, 2025 at 2:00:00 PM EST
Estimated Total Value:
Who can respond to this bid? : All Vendors
Description: The State of Connecticut ("State") Department of Administrative Services ("DAS") is issuing this Request for Proposal ("RFP") to obtain a Section 8 Housing Choice Voucher & Rental Assistance Solution for the Connecticut Department of Housing ("DOH").
Delivery Terms: Free On Board Destination
Payment Terms: Net 45 Days
Contact Information: State of CT - DAS Procurement
Michael Franklin
450 Columbus Blvd Hartford CT, 06106 United States
Tel: 8607135257
Fax:
michael.franklin@ct.gov
Contact Details: If you have any questions, please contact:
Michael Franklin
450 Columbus Blvd Hartford CT, 06106 United States
Tel: 8607135257
Fax:
michael.franklin@ct.gov
Selected Categories:

Header Custom Fields: ELECTRONIC SIGNATURE

Instructions

Instructions IMPORTANT: The following electronic signature requires supplier agreement in order to respond to a solicitation. The individual submitting this electronic signature must be authorized to sign contracts on behalf of the company and must be listed as such in the company's corporate resolution/vendor authorization documents. Please keep in mind that the person listed as "authorized" must be the same person submitting their electronic signature when completing their company's submittal.

ELECTRONIC SIGNATURE OF PERSON AUTHORIZED TO SIGN SOLICITATIONS ON BEHALF OF THE COMPANY:

I am duly authorized to sign documents on behalf of this company. By selecting "I Agree" in the drop down box below, I confirm and understand that an electronic signature is taking place and I intend to be bound by and authenticate this electronic record, and attest to the statements contained within. I hereby certify that all information supplied is true to the best of my knowledge and belief, subject to the penalties of false statement.

I agree, I disagree

The respondent hereby certifies under penalty of false statement that all the information supplied is complete and true.

I agree, I disagree

SUPPLIER REQUIREMENTS

Supplier Solicitation Response End Date

Suppliers are reminded that all solicitation responses must be made in accordance with the end date and time listed in the solicitation. Please allow sufficient time to upload your solicitation response as responses not fully uploaded by the end date and time will not be considered. Upon submission, you will receive a confirmation message that will display that the response was submitted.

Requirements Tab

Suppliers are reminded to click on the "Requirements" tab to access notifications and specific solicitation requirements that affect Supplier responses. Please refer to the CTsource system "Help" functionality or training documents on the State Contracting Portal titled "How to Respond to Solicitations" for additional guidance.

Supplier Award Requirements

Suppliers are reminded that prior to contract award, a supplier will be required to update specific information in the Supplier's CTsource account. Please refer to the "Additional Required Attributes and Attachment" section of the CTsource "Supplier Registration Portal User Guide" for additional guidance.

Solicitation Requirements:

SOLICITATION OVERVIEW

Background

The State of Connecticut Department of Administrative Services ("DAS") is issuing this Solicitation pursuant to its authority under CGS 4a-2, 4a-52 and 4d-2.

SOLICITATION OBJECTIVES

Description of Objectives

The State of Connecticut ("State") Department of Administrative Services ("DAS") is issuing this Request for Proposal ("RFP") to obtain a Section 8 Housing Choice Voucher & Rental Assistance Solution for the Connecticut Department of Housing ("DOH").

SOLICITATION INSTRUCTIONS

Questions and Communication

1. Questions for the purpose of clarifying this Solicitation must be received no later than February 15, 2025, at 2:00 PM and must be directed to Mike Franklin, via email at michael.franklin@ct.gov.
2. Answers to questions received by the due date and time will be posted as an Addendum on February 19, 2025.
3. During the period from your organization's receipt of this Solicitation, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to Mike Franklin, via email michael.franklin@ct.gov.

Additional Solicitation Response Requirements

The Proposer must submit the following:

1. Provide a comprehensive response that addresses the following elements: the scope of services, a proposed solution that adheres to the solution requirements, an implementation plan, and confirmation of compliance with both the proposer qualification requirements and the legal/contractual requirements outlined in the 'Scope, Requirements & Qualifications' attachment.
2. Organizational Profile: Provide details on your company's background, structure, and capabilities.
3. Staffing Plan: Submit a staffing plan aligned with the requirements in the Scope, Requirements & Qualifications attachment, highlighting relevant qualifications and expertise.
4. Pricing Matrix: Complete and include Attachment A – Pricing Matrix spreadsheet in your response.
5. Service Level Modifications: Outline any proposed changes to Exhibit C – Service Level and Maintenance Support Agreement.
6. Campaign Contribution Certification: Upload a current OPM Form 1: Campaign Contribution Certification to your supplier account at the time of your solicitation response.
7. References: Provide three (3) references from separate organizations as required in the Questionnaire tab.
8. Contract Review: Review and respond to the terms in the Sample Contract Package, following the Contract Package Review and Submittal Instructions provided in the Solicitation.

Please carefully review the Request for Proposal and its attachments to ensure all additional requirements are met.

The respondent fully acknowledges and agrees with the Program Specific Requirements contained in the Description of Deliverables attachment.

I Agree, I Disagree

SOLICITATION PROVISIONS

Mandatory Extension to State entities

Contractor shall offer and extend the Contract (including pricing, terms and conditions) to political sub-divisions of the State (towns and municipalities), schools, and not-for-profit organizations

Brand Name Specifications or References

The use of the name of a manufacturer or of any particular make, model or brand in describing an item does not restrict respondents to that manufacturer or specific article unless limited by the term "no substitute". However, the article being offered must be of such character and quality so that it will serve the purpose for which it is to be used equally as well as that specified, and the respondent shall warrant to the State that it is fit for that purpose. Solicitation responses on comparable items must clearly state the exact article being offered including any and all applicable options and the respondent shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the respondent does not indicate that the article offered is other than as specified, it will be understood that the respondent is offering the article exactly as specified. Respondents must submit complete documentation on the specifications and quality levels of the products. Solicitation responses submitted that do not contain this documentation are subject to rejection.

Quantities and/or Usage

Quantities and/or Usages Any quantities set forth in this Solicitation are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting entity

Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security and/or property entrance policies and procedures for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.

Required References

Contractor shall provide references from **separate organizations** as required in the Questionnaire tab.

RFP Solicitation Standard Terms and Conditions

The following Standard Terms and Conditions govern the Request for Proposals (RFP) solicitation issued by the Department of Administrative Services (DAS). Incorporated by reference into these Standard Terms and Conditions are applicable provisions of the Connecticut General Statutes, including but not limited to, those in Title 4a, Chapter 58 or Title 4d, Chapter 61 and applicable provisions of the Regulations of Connecticut State Agencies, including but not limited to, those that begin with and follow Section 4a-52-1 or 4d-3-1.

Respondents shall comply with the statutes and regulations as they exist on the date of their RFP response and as they may be modified from time to time during the term of the Contract, as it may be amended.

Submission of RFP Responses:

1. All solicitation documents must be submitted on-line through CTsource and will be accepted as your official RFP response submission by DAS. If DAS receives additional submissions of your RFP responses in any other method, DAS will reject those submittals.
2. Solicitation of responses must be submitted on-line using the forms specified by DAS and must be submitted no later than the date and time specified in the solicitation. Paper Bids, telephone, email or facsimile responses will not be accepted in response to a solicitation. Respondents are cautioned that there may be additional documents, attachments or requirements posted on CTsource at any time. All documents must be reviewed and required information provided. Failure to do so may result in rejection of your RFP response.
3. The time and date that responses are due is specified in each RFP. A respondent will not be allowed to post or resubmit a RFP after the date and time specified in each RFP. Responses received after the specified due date and time given in each RFP solicitation will not be considered.
4. Incomplete RFP forms may result in the rejection of the RFP response. Amendments to RFP responses received by DAS after the due date and time specified shall not be considered. All RFP responses shall be signed by a person duly authorized to sign RFPs on behalf of the respondent. Unsigned RFP responses may be rejected.
5. Conditional RFP responses are subject to rejection in whole or in part. A conditional RFP response is defined as one limiting or modifying any of the terms and conditions and/or specifications of the RFP solicitation.
6. Alternate RFP responses will not be considered unless the RFP specifically requests alternate RFP responses. An alternate RFP response is one which is submitted in addition to and is not dependent upon the respondent's primary response to the RFP solicitation.
7. In the event of a discrepancy between the unit price and the extension, the unit price shall govern. Prices should be extended in decimal form, not fractions, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the RFP solicitation, and subject only to cash discount.

8. Pursuant to Section 12-412 of the Connecticut General Statutes, the State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in bid prices.

9. All RFP responses are subject to public inspection after the execution of the Contract.

10. Reserved

Guaranty or Surety:

11. Proposal and or performance bonds may be required. Bonds must meet the following requirements: Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all the partners and indicate they are “doing business as”; Individual - must be signed by the owner and indicated as “Owner”. The surety company executing the bond or countersigning must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

Samples:

12. The quality of accepted samples does not supersede the specifications for quality in the RFP solicitation unless the sample is superior in quality. All deliveries shall have at least the same quality as the accepted sample.

Samples are furnished free of charge. Respondents must indicate if their return is desired, which DAS shall do or cause to be provided that they are returned at respondent’s sole cost and expense, FOB respondent’s destination, and that they have not been made useless by testing. If they are made useless by testing, the State may dispose of the samples as it deems to be appropriate. Samples may be held for comparison with deliveries.

Award:

13. A contract will be awarded to the Respondent or Respondents whose response DAS deems to be the most advantageous to the State, in accordance with the criteria set forth in the RFP solicitation, always taking into account the quality of the deliverables to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility.

DAS may reject any respondent in default of any prior contract or guilty of misrepresentation or any respondent with a member of its firm in default or guilty of misrepresentation.

DAS may correct inaccurate awards resulting from clerical or administrative errors.

Respondents have 10 days after notice of award of the Contract to refuse acceptance. After 10 days the Contract will be binding on the Contractor. If the Contractor rejects the award within the 10 day period, DAS will award the Contract to the next most advantageous respondent.

Contract:

14. Section 4a-81 of the Connecticut General Statutes requires that this RFP solicitation of which these Standard Terms and Conditions are a part include a notice of the consulting agreement representation requirements described in Section 4a-81 of the Connecticut General Statutes. Accordingly, contractors are notified as follows:

14. (a) No state agency or quasi-public agency shall execute a contract for the purchase of goods or services, which contract has a total value to the State of fifty thousand dollars or more in any calendar or fiscal year, unless the contract includes representations described in subsection (b) of 4a-81 of the Connecticut General Statutes as follows:

14. (b) 1. Each contract shall include a representation whether any consulting agreement has been entered into in connection with any such contract. Such representation shall be required if any duties of the consultant included communications concerning business of a state or quasi-public agency, whether or not direct contact with a state agency, State or public official or State employee was expected or made.

"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) contracting, 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 or requests for information or (C) any other similar activity related to such contracts.

"Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of Chapter 10 of the Connecticut General Statutes concerning the State's Codes of Ethics, as of the date such contract is executed.

14. (b) 2. Such representation shall be sworn as true to the best knowledge and belief of the person signing the contract and shall be subject to the penalties of false statement.

14. (b) 3. Such representation shall include the following information for each consulting agreement listed: the name of the consultant, the consultant's firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former State employee or public official, such representation shall indicate his or her former agency and the date such employment terminated.

14. (c) If a contractor refuses to agree to the representations required under subsections (a) and (b) of Section 4a-81 of the Connecticut General Statutes, then the state agency shall not award the contract to such contractor and shall award the contract to the next highest ranked contractor or seek new RFP responses.

15. Section 4-252 (the "Statute") of the Connecticut General Statutes requires that the RFP solicitation, of which these Standard Terms and Conditions are a part, include a notice of the contractor representation requirements described in the Statute. Accordingly, pursuant to the Statute, contractors are notified as follows:

15. (a) The terms "gift," "quasi-public agency," "state agency," "large state contract," "principals and key personnel" and "participated substantially" as used in this section shall have the meanings set forth in Section 4-250 of the Connecticut General Statutes.

15. (b) No state agency or quasi-public agency shall execute a large state contract unless such contract contains the representation described in Section 4-252(c) of the Connecticut General Statutes as follows:

15. (c) Any principal or key personnel of the person, firm or corporation submitting a bid or proposal for a large State contract shall represent:

15. (d) That no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person, firm or corporation, who participates substantially in preparing bids, proposals or negotiated State contracts, or (C) any agent of such person, firm, corporation or principals and key personnel, who participate substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or State employee of the state agency or quasi-public agency soliciting bids or proposals for state contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency; That no such principals and key personnel of the person, firm or corporation, or agent of such person, firm or corporation or principals and key personnel, knows of any action by the person, firm or corporation to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the person, firm or corporation to provide a gift to any such public official or state employee; and (iii) that the person, firm or corporation is submitting bids or proposals without fraud or collusion with any person.

15. (e) Any respondent that does not agree to the representations required under Section 4-252 of the Connecticut General Statutes shall be rejected and the state agency or quasi-public agency shall award the contract to the next highest ranked proposer or seek new RFP responses.

16. Section 4-252a of the Connecticut General Statutes requires that the RFP solicitation, of which these Standard Terms and Conditions are a part, include a notice of the contractor representation requirements described therein. Accordingly, pursuant to the Section 4-252a of the Connecticut General Statutes, contractors are notified as follows:

16. (a): The terms “quasi-public agency,” and “state agency,” have the same meanings as provided in Section 1-79 of the Connecticut General Statutes, “large state contract,” as used in this section shall have the meanings set forth in Section 4-250 of the Connecticut General Statutes.

16. (b): No state agency or quasi-public agency shall execute a large state contract unless such contract contains a certification as follows:

Contractor has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date.

17. The existence of the Contract shall be determined in accordance with the requirements set forth above. However, the award of the Contract is not an order to ship. Contractors may not begin to perform under the awarded Contract until the Contractor and the State have executed the Contract and thereafter the Contractor receives a written purchase order from an appropriate State entity.

18. Section 9-612 of the Connecticut General Statutes requires that the RFP solicitation, of which these Standard Terms and Conditions are a part, include a notice of the contractor representation and certification requirements described therein. Accordingly, pursuant to the Section 9-612 the Connecticut General Statutes, contractors are notified as follows:

a. The State Elections Enforcement Commission’s notice advising prospective state contractors of state campaign contribution and solicitation prohibitions is located at the Internet link <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>.

b. No state agency or quasi-public agency shall execute a state contract unless such contract contains a representation that the chief executive officer or authorized signatory of the contract has received the State Elections Enforcement Commission's notice advising prospective state contractors of state campaign contribution and solicitation prohibitions.

c. No state agency or quasi-public agency shall execute a state contract unless such contract contains a certification that:

i. Any principal of the state contractor or prospective state contractor submitting a bid or proposal for a state contract shall certify that neither the contractor or prospective state contractor, nor any of its principals, have made any contributions to, or solicited any contributions on behalf of, any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for the benefit of such candidates, in the previous four years, that were determined by the State Elections Enforcement Commission to be in violation of subparagraph (A) or (B) of subdivision (2) of subsection (f) of section 9-612 of the Connecticut General Statutes, without mitigating circumstances having been found to exist concerning such violation. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement. If there is any change in the information contained in the most recently filed certification, such person shall submit an updated certification not later than thirty days after the effective date of any such change or upon the submittal of any new bid or proposal for a state contract, whichever is earlier.

ii. Any principal of the state contractor or prospective state contractor submitting a bid or proposal for a state contract shall disclose on the certification all contributions made by any of its principals to any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for the benefit of such candidates for a period of four years prior to the signing of the contract or date of the response to the bid, whichever is longer, and certify that all such contributions have been disclosed.

19. Sections 4a-60 and 4a-60a of the Connecticut General Statutes require that this RFP solicitation of which these Standard Terms and Conditions are a part include a nondiscrimination affirmation certifying that the contractor understands the obligation of Sections 4a-60 and 4a-60a of the Connecticut General Statutes that require contractor to maintain a policy for the duration of the contract to assure that the contract will be performed in compliance with the nondiscrimination requirements of subsection (c) of 4a-60 and subsection (b) of 4a-60a. The authorized signatory of the contract shall demonstrate his or her understanding of these obligations by either (A) initialing the nondiscrimination affirmation provision in the body of the contract, or (B) providing an affirmative response in the required online response to a bid or proposal question which asks if the contractor understands its obligations.

20. Stability of Proposed Prices

Any price offerings from proposers must be valid for a period of 60 days from the due date of the proposals.

21. Amendment or Cancellation of the RFP

DAS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

22. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

23. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

24. Proposer Demonstration of Proposed Services and or Products

At the discretion of DAS, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

25. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

26. Proposal Expenses

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DAS.

27. Ownership of Proposals

All proposals shall become the sole property of the State and will not be returned.

28. Ownership of Subsequent Products

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 otherwise stated in the contract.

29. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

30. All prospective bidders, proposers or contractors have the right to contest the solicitation or an award determination in accordance with sections 4e-36, 4e-39 and 4e-40 of Connecticut General Statutes.

The above-named respondent fully acknowledges and agrees with the terms and conditions contained in this solicitation and related contract. If the above-named respondent is awarded a contract, then upon DAS' posting of the award in CTSource (Award Date), the RFP solicitation response is accepted and the above-named respondent and DAS shall be bound by all of the terms and conditions of the contract.

I Agree, I Disagree

SOLICITATION SELECTION CRITERIA

Solicitation Award Methodology

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all solicitation responses in whole or in part, and waive minor irregularities and omissions if, in the judgment of DAS, the best interest of the State will be served.

Evaluation Criteria

A selection committee will review and score all responses. The following information, in addition to the requirements, terms and conditions identified throughout this Solicitation, will be considered as part of the selection process and are listed in order of relative importance.

Please address each of these areas in your response.

1. Respondent Eligibility Criteria

- a. Is the respondent and entity eligible to apply for this RFP?
- b. Does respondent have a minimum of 3 years' experience providing software solutions for housing subsidies, vouchers, or rental assistance?
- c. Is the respondent registered in SAM.gov and in good standing?

2. Threshold Requirement

- a. Does the respondent have demonstrated experience providing software solutions for governmental programs?
- b. Does the Respondent's software solution have demonstrated experience supporting Grant recipients, sub-recipients, and beneficiaries?
- c. Does the Respondent's software solution address PII and provide measures to safeguard and protect PII?

3. Scope of Services

Respondent's ability to perform the services requested within the Description of Deliverables as demonstrated by staff qualifications, proposed implementation plan, and relevant expertise.

- a. Organizational Profile
- b. Proposed Program Description
- c. Staffing Plan

4. Functional Requirements

Does the Respondent demonstrate the ability to fulfill the Functional Requirements of the RFP?

5. Operating Environment Requirements

Does the Respondent demonstrate the ability to fulfill the Operating Environment Requirements of the RFP?

6. General System Requirements

Does the Respondent demonstrate the ability to fulfill the General System Requirements of the RFP?

7. Global Functional Requirements

Does the Respondent demonstrate the ability to fulfill the Global Functional Requirements of the RFP?

8. Application Requirements Specific to Data Management

Does the Respondent demonstrate the ability to fulfill the Data Management Requirements of the RFP?

9. IT Practices and Data Security

Does the Respondent demonstrate the ability to fulfill the IT Practices and Data Security Requirements of the RFP?

10. Cost Proposal

Hourly rates, costs, and other information provided in the financial proposal.

Please provide a budget and budget narrative that includes hourly rates, cost estimations for selected items of cost, total estimated cost for implementation, training and ongoing service, and any other pricing information you consider necessary to the proposal. Within your cost proposal, please identify any costs related to subcontracted firms or individuals. DOH is committed to providing opportunities to minority owned and historically disadvantaged businesses, please identify any workshare that may be allocated to minority-owned or historically disadvantaged business concerns.

11. MBE and WBE Concerns

Has the Respondent identified a teaming partner, subcontractor, or business concern that meets the definition of MBE, WBE, or Small Business Concern?

12. Contract Package Review and Submittal*

Has the respondent provided a response to the terms in the Sample Contract Package containing edits and comments explaining each edit request?

*Proposing excessive or overly restrictive modifications, or proposing modifications upon which Proposer's Proposal is conditioned, may result in Proposer's Proposal being deemed nonresponsive.

Contract Package Review and Response Instructions:

Proposer shall review the sample contract package attached to this RFP ("Contract Package"). Proposer's review and response to the terms in the Contract Package will become part of the Proposer's solicitation response. If Proposer agrees with the Contract Package as written, Proposal shall indicate so in its response below. If Proposer does not agree with the Contract Package as written, Proposer shall edit the Contract Package using Microsoft Word Track Changes and upload the edited version as part of Proposer's solicitation response. Each edit must be accompanied by a comment explaining why the Proposer is requesting the edit. Proposer's solicitation response received without a fully completed Contract Package review as instructed above may be rejected by the selection committee as non-responsive. The quantity, breadth, and nature of modifications proposed by Proposer may be considered in the State's evaluation of Proposer's solicitation response and of its risks, costs, and benefits to the State. Proposing excessive or overly restrictive modifications or proposing modifications upon which Proposer's solicitation response is conditioned may result in Proposer's solicitation response being deemed non-responsive.

Proposer AGREES with Contract Package as written with no proposed edits.

Agrees, Does Not Agree

If Proposer DOES NOT AGREE with Contract Package as written:

Proposer must upload the edited Contract Package as part of Proposer's solicitation response, including all proposed edits using Microsoft Track Changes as instructed above.

Questionnaire:

Company Information

Description: Please provide responses to the following questions.

Detail full name and title of the individual legally authorized to sign solicitations on behalf of the company.

Type TEXT
Is Required Y

Is your company a micro-business or Veteran's owned micro-business? Upon identifying your company as micro-business or veteran owned micro-business, pertinent documents must be returned with this solicitation as described in the "Requirements" tab; "Solicitation Selection Criteria"; "Micro-business Preference". Contractors that do not include the required documentation with their bid submission will not be considered for this preference.

Type DROP DOWN
Is Required Y

If you are a state employee, what is your position, agency, agency address. If you are not a State Employee, enter N/A

Type TEXT
Is Required Y

List any relevant certifications, licenses, registrations etc. that qualifies your company to meet the requirements of this solicitation, if applicable. If not applicable type in N/A.

Type TEXT
Is Required Y

Contractor Debarment and/or Suspension

Description: Please provide responses to the following questions.

Is the Contractor, any company official, or any subcontractor to the Contractor, currently debarred, disqualified or suspended from proposing or contracting with the State of Connecticut, the Federal Government or any other governmental entity?

Type YES/NO

Is Required Y

Does the Contractor, any company official, or any subcontractor to the Contractor, have a debarment, disqualification or suspension proceeding pending with the State of Connecticut, the Federal Government or any other governmental entity?

Type YES/NO

Is Required Y

Has the Contractor, any company official or any subcontractor to the Contractor received notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government or any governmental entity. If yes, said notices must be attached when submitting this solicitation response.

Type YES/NO

Is Required Y

Disclosure Statement of Criminal Convictions and/or Disciplinary Action

Description: Please provide responses to the following questions.

Is the Contractor, any company official, or any subcontractor to the Contractor, subject to any criminal convictions, guilty pleas or nolo contendere against your company and any of your company's officers, principal shareholders, directors, partners, LLC members and LLC managers. Any criminal convictions must be disclosed in a attachment when submitting this solicitation response.

Type YES/NO

Is Required Y

Has your company or any of your company's officers, principal shareholders, directors, partners, LLC members or LLC managers been subject to administrative actions either pending review by the state or determinations that the state has made against your company or any of your company's officers, principal shareholders, directors, partners, LLC members or LLC managers? This would include court judgements, actions, suits, claims, demands, investigations and legal, administrative or arbitration proceedings pending in any forum. Include a listing of any actions or orders pending or resolved with any state agency such as the Department of Consumer Protection, the Department of Energy and Environmental Protection, etc. Such information should be for the last three (3) years. The listing must be attached when submitting this solicitation response.

Type	YES/NO
Is Required	Y

OSHA

Description: Please provide responses to the following questions.

In accordance with C.G.S. § 31-57b, the contractor certifies that all of the statements herein contained below have been examined and are true and correct to the best of their knowledge and belief. Has your company been cited for three (3) or more willful or serious violations of any Occupational Safety and Health (OSHA) Act or of any standard, order or regulation promulgated pursuant to such act, during the three year period preceding the solicitation, provided such violations were cited in accordance with the provisions of any State Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency of court having jurisdiction.

Type	YES/NO
Is Required	Y

Has your company received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding this solicitation? A list of violations must be attached when submitting this solicitation response.

Type YES/NO
Is Required Y

Consulting Agreements Representation

Description: SPECIAL INSTRUCTION: If the response to the question below is YES, no further action is required. If the response to the question below is NO and you are awarded the contract, the Consulting Agreements Representation section of the contract must be completed.

Pursuant to Conn. Gen. Stat. § 4a-81, does the person signing the contract resulting from this solicitation represent to their best knowledge and belief and subject to the penalty of false statement as provided in Conn. Gen. Stat. § 53a-157b, that the Contractor has NOT entered into any consulting agreements in connection with the resulting contract?

Type YES/NO
Is Required Y

Form 1. Campaign Contribution Certification

Description: SPECIAL INSTRUCTION: Upload a current campaign contribution certification within your supplier account at the time of this solicitation response. The State Elections Enforcement Commission's notice advises prospective state contractors of state campaign contribution and solicitation prohibitions and is located at the Internet link <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

Pursuant to Conn. Gen. Stat. § 9-612, do you certify that a current campaign certification has been uploaded in your supplier account at the time of your solicitation response?

Type YES/NO
Is Required Y

Reference 1

Description: Provide a reference from an organization, other than a State of Connecticut agency whenever possible, that can discuss your company's, or your company's principals': 1) fulfillment of past contract obligations; and 2) experience in delivering supplies, materials, equipment or services similar in nature to those being solicited in this solicitation.

Responses not provided in full or containing "N/A" or any indications of not applicable or "to be submitted" will be considered incomplete and will result in a bid/proposal disqualification.

Respondents are required to complete the following fields:

a. Reference 1 organization name:

Type	TEXT
Is Required	Y

b. Reference 1 individual's name:

Type	TEXT
Is Required	Y

c. Reference 1 individual's title:

Type	TEXT
Is Required	Y

d. Reference 1 individual's telephone number:

Type	TEXT
Is Required	Y

e. Reference 1 individual's email address:

Type	TEXT
Is Required	Y

Reference 2

Description: Provide a second reference from a different organization, other than a State of Connecticut agency whenever possible, that can discuss your company's, or your company's principals': 1) fulfillment of past contract obligations; and 2) experience in delivering supplies, materials, equipment or services similar in nature to those being solicited in this solicitation.

Responses not provided in full or containing "N/A" or any indications of not applicable or "to be submitted" will be considered incomplete and will result in a bid/proposal disqualification.

Respondents are required to complete the following fields:

a. Reference 2 organization name:

Type	TEXT
Is Required	Y

b. Reference 2 individual's name:

Type	TEXT
Is Required	Y

c. Reference 2 individual's title:

Type	TEXT
Is Required	Y

d. Reference 2 individual's telephone number:

Type	TEXT
Is Required	Y

e. Reference 2 individual's email address:

Type	TEXT
Is Required	Y

Reference 3

Description: Provide a third reference from a different organization, other than a State of Connecticut agency whenever possible, that can discuss your company's, or your company's principals': 1) fulfillment of past contract obligations; and 2) experience in delivering supplies, materials, equipment or services similar in nature to those being solicited in this solicitation.

Responses not provided in full or containing "N/A" or any indications of not applicable or "to be submitted" will be considered incomplete and will result in a bid/proposal disqualification.

Respondents are required to complete the following fields:

a. Reference 3 organization name:

Type	TEXT
Is Required	Y

b. Reference 3 individual's name:

Type	TEXT
Is Required	Y

c. Reference 3 individual's title:

Type	TEXT
Is Required	Y

d. Reference 3 individual's telephone number:

Type	TEXT
Is Required	Y

e. Reference 3 individual's email address:

Type	TEXT
Is Required	Y

Contract Package Review and Submittal Instructions

Description: Description: Description: Proposer shall fully review the sample contract package ("Sample Contract Package") issued with the RFP. The Proposer's review and response to the terms in the Sample Contract Package will be part of the Proposer's Proposal response. Proposer must indicate edits using Microsoft Word Track Changes and upload the edited version as part of Proposer's Proposal response. Each edit must be accompanied by a comment explaining why the Proposer is requesting the edit.

Proposer's Proposal response received without a fully completed contract review as instructed above may be rejected by the selection committee as non-responsive. The quantity, breadth, and nature of modifications proposed by Proposer may be considered in the State's evaluation of Proposer's Proposal and of its risks, costs and benefits to the State. Proposing excessive or overly restrictive modifications, or proposing modifications upon which Proposer's Proposal is conditioned, may result in Proposer's Proposal being deemed non responsive.

24PSX0030

Documents:

24PSX0030.zip

Item Specifications

Solicitation has been designated as having no line items.

