

Information regarding OPM Affidavits and DAS' BIZNET

OPM Affidavits are on OPM
Website under “Forms”



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Secretary of OPM
Benjamin Barnes

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OFFICE OF THE SECRETARY

- [2013 Session Agency Legislative Proposals](#)
- [Ethics Affidavits & Certifications for State Contracts](#) ←
- [Nondiscrimination Certification for State Contracts](#) ←
- [Fiscal Estimate of Proposed Regulation Form](#)
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ASSETS MANAGEMENT

Surplus State Property

- [Surplus Declaration Letter](#) - To be used when a State agency is declaring State owned real property to be surplus to their needs.
- [Sample Surplus Property Reuse Application](#) - To be used by State agencies when requesting custody and control of surplus State real property.

Interim Requests - Sample Letters

- [Interim Request Letter #1](#) - To be used when an agency is approved for square footage in the State Facility Plan but needs to exceed that approval by 10% or more.
- [Interim Request Letter #2](#) - To be used when an agency is approved for funds in the State Facility Plan but needs to exceed that approval by 10% or more.
- [Interim Request Letter #3](#) - To be used when an agency is approved for both square footage and funding in the State Facility Plan but needs to exceed both approvals by 10% or more.
- [Interim Request Letter #4](#) - To be used when an agency did not submit a space request for inclusion in the State Facility Plan and, therefore, is not approved for either square footage or funding in the State Facility Plan.
- [Interim Request Letter #5](#) - To be used when an agency submitted a space request for inclusion in the State Facility Plan but the request was denied/modified and, therefore, is not approved for sufficient square footage or funding in the State Facility Plan.

Questions?

Office of Policy and Management
Bureau of Assets Management
450 Capitol Avenue

Forms 1, 5, 6 and 7

Office of Policy and Management

Forms

[Printable Version](#)

PERSONAL SERVICE AGREEMENTS (PSA); PURCHASE OF SERVICE (POS)

Ethics Affidavits & Certifications for State Contracts

[Forms & Descriptions](#) [Summary Chart](#) [Definitions](#) [Other Notes](#)

The Office of Policy and Management created the ethics forms (below) to assist executive branch agencies in complying with the State of Connecticut's current contracting requirements, pursuant to the Connecticut General Statutes and Executive Orders.

Note that these forms may be submitted as an original hard copy or an electronic pdf.

FORMS & DESCRIPTIONS

Form 1. Gift and Campaign Contribution Certification

Rev. 5/26/15  [Form - PDF fillable](#)  [Form 1 - Word format fillable](#)

This certification accompanies a State contract, as defined in Governor Dannel P. Malloy's Executive Order No. 49, with a [value](#) of \$50,000 or more in a calendar or fiscal year. The completed form is submitted by the contractor to the awarding State agency at the time of contract execution. The form is also used when an updated certification is needed due to a change in the information contained in the most recently filed certification, for new bids or proposals for a contract, and for updates required at the 12 month anniversary of the most recently filed certification.

Form 2. Rescinded on 01-Aug-07. Use Form 1.

Form 3. Certification of State Agency Official or Employee Authorized to Execute Contract

Rev. 5/26/15  [Form 3 - PDF fillable](#)  [Form 3 - Word fillable format](#)

This certification accompanies a State contract, as defined in Governor Dannel P. Malloy's Executive Order No. 49, with a [value](#) of \$50,000 or more in a calendar or fiscal year. The completed form is signed at the time of contract execution by the State agency official or employee authorized to execute the contract on behalf of the awarding State agency.

Form 4. Rescinded on 01-Aug-07. Use Form 1.

Form 5. Consulting Agreement Affidavit

Rev. 3/28/14  [Adobe.pdf](#)  [Word.doc](#)

This affidavit accompanies a bid or proposal for the purchase of goods or services with a [value](#) of \$50,000 or more in a calendar or fiscal year. Form 5 is normally submitted by the contractor to the awarding State agency with the bid or proposal, however, for a sole source or no bid contract, it is submitted at the time of contract execution.

Form 6. Affirmation of Receipt of State Ethics Laws Summary

Rev. 10/01/11  [Adobe.pdf](#)  [Word.doc](#)

This affirmation accompanies a [large State construction contract](#) or a [large State procurement contract](#) with a [cost](#) of more than \$500,000. Form 6 is normally submitted by the contractor to the awarding State agency with the bid or proposal. However, for a sole source or no bid contract, Form 6 is submitted at the time of contract execution.

When applicable, Form 6 is also used by a subcontractor or consultant of the contractor. The subcontractor or consultant submits the form to the contractor, who then submits it to the awarding State agency.

[State Ethics Website](#)

Forms 6A, 6B, 6C. Rescinded on 01-Aug-07. Use Form 6.

Form 7. Iran Certification

Rev. 3/28/14  [Adobe.pdf](#)  [Word.doc](#)

Effective October 1, 2013, this form must be submitted for any large state contract, as defined in section 4-250 of the Connecticut General Statutes. This form must always be submitted with the bid or proposal, or if there was no bid process, with the resulting contract, regardless of where the principal place of business is located.

Entities whose principal place of business is located outside of the United States are required to complete the entire form, including the certification portion of the form. United States subsidiaries of foreign corporations are exempt from having to complete the certification portion of the form. Those entities whose principal place of business is located inside of the United States must also fill out the form, but do not have to complete the certification portion of the form.

SUMMARY CHART

The chart below summarizes who signs which ethics form, and when each form is submitted during the contracting process.

WHEN TO SUBMIT	ETHICS FORMS		
	Signed by AGENCY ALL Contracts value \$50 K or more	Signed by CONTRACTOR	
		ALL Contracts value \$50 K or more	<u>LARGE Contracts</u> cost or value \$500 K or more
submit form with bid or proposal		Form 5**	Form 6*** Form 7
submit form at time of contract execution	Form 3	Form 1 Form 5**	Form 6*** Form 7
submit form after contract execution			Form 6***
submit updated form not later than 14 days after the 12 month anniversary of the most recently filed certification or updated certification		Form 1	
submit updated form due to change in information not later than 30 days after the effective date of such change		Form 1 Form 5**	Form 6***
submit updated form with any new bid or proposal	Form 3	Form 1	
submit new form with contract amendment	Form 3		Form 7

** Form 5 is normally submitted by the contractor to the awarding State agency with the bid or proposal. However, for a sole source or no bid contract, it is submitted at the time of contract execution.

*** Form 6 is normally submitted by the contractor to the awarding State agency with the bid or proposal. However, for a sole source or no bid contract, Form 6 is submitted at the time of contract execution. When applicable, Form 6 is also used by a subcontractor or consultant of the contractor. The subcontractor or consultant submits the form to the contractor, who then submits it to the awarding State agency. Depending on

when the contractor engages the subcontractor or consultant, the contractor either submits the form at the time of contract execution or after contract execution.

DEFINITIONS

- **Cost of the contract** means the dollar amount (or equivalent benefit) expended by the State in accordance with the contract.

Example:

OPM entered into a contract with Servus Management Corporation to manage the State office complex located at 410-474 Capitol Avenue in Hartford. OPM pays the contractor a specified amount of money for this service. This contract represents a cost expended by the State.

- **Value of the contract** means the dollar amount (or equivalent benefit) expended or received by the State in accordance with the contract.

Example:

OPM entered into an agreement with Pinpoint Power whereby, in the event of a power shortage, certain State agencies may be asked to use their own emergency generators. In exchange, the contractor pays the State a specified amount of money to compensate for the service interruption. This contract represents a value received by the State.

- **Large state construction contract** or **large procurement contract** as defined in Connecticut General Statutes § 1-101mm(3) means any contract, having a cost of more than \$500,000 for (A) the remodeling, alteration, repair or enlargement of any real asset, (B) the construction, alteration, reconstruction, improvement, relocation, widening or changing of the grade of a section of a state highway or a bridge, (C) the purchase or lease of supplies, materials or equipment, as defined in section 4a-50, or (D) the construction, reconstruction, alteration, remodeling, repair or demolition of any public building.

OTHER NOTES

Affidavits and certifications are **NOT required for grants or loans**, as such awards are not:

1. large state contracts, as defined by Connecticut General Statutes § 4-250;
2. State Contracts, as defined by Executive Order 49; or
3. contracts for the purchase of goods and services, as used in Connecticut General Statutes § 4a-81.

Affidavits are not required for contracts between a state agency or a quasi-public state agency and a political subdivision of the State.

For Further Information, Contact:

Please direct any questions about the ethics forms to Valerie Clark, (860) 418-6313, valerie.clark@ct.gov.

Nondiscrimination Form “C”



OFFICE OF POLICY AND MANAGEMENT

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Secretary of OPM
Benjamin Barnes

For Finance
(860) 418-6422

- Office of Finance Home
- Office Staff Directory
- Office Finance Structure
- Purchase of Service (POS)
- Personal Service Agreements (PSA)
- Financial Management
- Financial Systems
- Assets Management
- Information Technology Policy
- IT Capital Investment Program
- Nonprofit Grant Program
- LeanCT

Offices & Divisions GO



REQUIRED FOR ALL CONTRACT TYPES

Nondiscrimination Certification

Effective Date: January 13, 2016

Nondiscrimination Certification Forms		
Form A - Representation by Individual	Form A - Word format	Form A - pdf fillable format
Form B - Representation by Entity	Form B - Word format	Form B - pdf fillable format
Form C - Affidavit by Entity	Form C - Word format	Form C - pdf fillable format
Form D - New Resolution by Entity	Form D - Word format	Form D - pdf fillable format
Form E - Prior Resolution by Entity	Form E - Word format	Form E - pdf fillable format

DESCRIPTION:

The above nondiscrimination certification forms have been approved to assist executive branch agencies in complying with the State's contracting requirements under Connecticut General Statutes §§ 4a-60 and 4a-60a, as amended.

By law, a contractor must provide an awarding State agency with *written representation* or *documentation* that certifies the contractor complies with the State's nondiscrimination agreements and warranties prior to the award of any contract with the State. If after the initial submission there is any change in such representation, the contractor shall provide the updated representation to the State or such political subdivision not later than thirty (30) days after such change or upon the execution of a new contract with the state or political subdivision of the state whichever is earlier. Such contractor shall also certify no later than fourteen (14) days after the twelve (12) month anniversary of the most recently filed non-discrimination certification that the representation on file is current and accurate.

A nondiscrimination certification is generally required for all State contracts – regardless of type, term, cost, or value. **See list of exempt entities (below).**

FORMS:

There are five different certification forms, one of which must be submitted in writing or electronically. Form A is ***always*** used for contracts with an individual who is not an entity, regardless of the contract value. Form B is ***always*** used for contracts with an entity when the contract value is less than \$50,000. Form C is ***recommended*** for contracts valued at \$50,000 or more with an entity. If Form C is not used, either Form D or E ***must*** be used; both ***require*** a resolution (new or prior).

For Use By:	Value Less Than \$50,000	Value \$50,000 or More



Individual	Form A <i>Representation</i>	
Entity	Form B <i>Representation</i>	Form C <i>Affidavit</i>
		Form D <i>New Resolution</i>
		Form E <i>Prior Resolution</i>

Definitions

- **individual:** a person who is not an entity
- **entity:** corporation, limited liability company, or partnership

EXPLANATION OF FORMS:

Form A. Representation: For use by an individual when entering into any contract, regardless of contract value.

Form B. Representation: For use by an entity when entering into any contract valued at less than \$50,000 for any year of the contract.

Form C. Affidavit: (Recommended for contracts at or above \$50,000) For use by an entity when entering into any contract valued at \$50,000 or more for any year of the contract and the entity certifies through an affidavit that a complying nondiscrimination policy is currently in place.

Form D. New Resolution: For use by a entity when entering into any contract valued at \$50,000 or more for any year of the contract and the entity has a complying nondiscrimination policy adopted by a new resolution of the board of directors, shareholders, managers, members, or other governing body.

Form E. Prior Resolution: For use by a entity when entering into any contract valued at \$50,000 or more for any year of the contract and the entity has a complying nondiscrimination policy adopted by a prior resolution of the board of directors, shareholders, managers, members, or other governing body.

EXEMPTIONS:

Pursuant to June Special Session, Public Act No. 15-5, Sections 63 and 64, the entities listed below are exempt and, therefore, not required to submit a nondiscrimination certification form when entering into a contract with the State:

1. political subdivisions of the State of Connecticut, including, but not limited to municipalities;
2. quasi-public agencies, as defined in C.G.S. § 1-120, unless the quasi-public agency is a party to contract for a quasi-public agency project with a value greater than \$50,000;
3. other states of the United States, including, but not limited to, the District of Columbia, Puerto Rico, U.S. territories and possessions, and federally recognized Indian tribal governments, as defined in C.G.S. § 1-267;
4. the federal government;
5. foreign governments; and
6. an agency of a subdivision, state or government listed in items 1-5.

For Further Information, please direct any questions about the nondiscrimination certification forms to the Commission on Human Rights and Opportunities:

Tel. 860/ 541-3400

BIZNET

- In order to post your affidavits to Biznet, Sign in or create an account and follow the slides.

<https://www.biznet.ct.gov/AccountMaint/Login.aspx>



STATE OF CONNECTICUT

Login

Welcome to the DAS Business Network

The page you requested requires a log-in ID to access the on-line services offered by the Department of Administrative Services.

If you do not have a log-in ID, you will need to create one. Please use the button to the right labeled "Create New Account" to proceed.

E-Mail Address

Password

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STATE OF CONNECTICUT

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[Doing Business With The State](#)

Tools for those who are doing business with the state or looking to do business with the state



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STATE OF CONNECTICUT

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Doing Business With The State



[CHFA-DOH Consolidated Application](#)



[State Contracting Portal](#)

Enter and maintain Bids and Results for Connecticut State Procurement



[Supplier Diversity Application](#)

The State of Connecticut's Supplier Diversity Program was established to ensure Connecticut Small Businesses an opportunity to bid on a portion of the State's purchases. The main objective of the program is to increase the number of small and minority business enterprises the Office of Supplier Diversity certifies throughout Connecticut. For more information click [here](#).



[Contractor Prequalification Application](#)

The DAS Contractor Prequalification Program (C.G.S §4a-100) requires all contractors to prequalify "before they can bid on any construction, alteration, remodeling, repair or demolition of any public building, for work by the state or a municipality, estimated to cost more than \$500,000 and which is funded in whole or in part with state funds. For more information click [here](#).

[Company Information](#)



Vendors and Contractors use this page to update your company information, maintain company contacts, and Goods and Services List.

You can also use this site to upload Company Affidavits and Nondiscrimination forms.



[Vendor Performance Reporting](#)

On-Line Vendor Performance Reporting



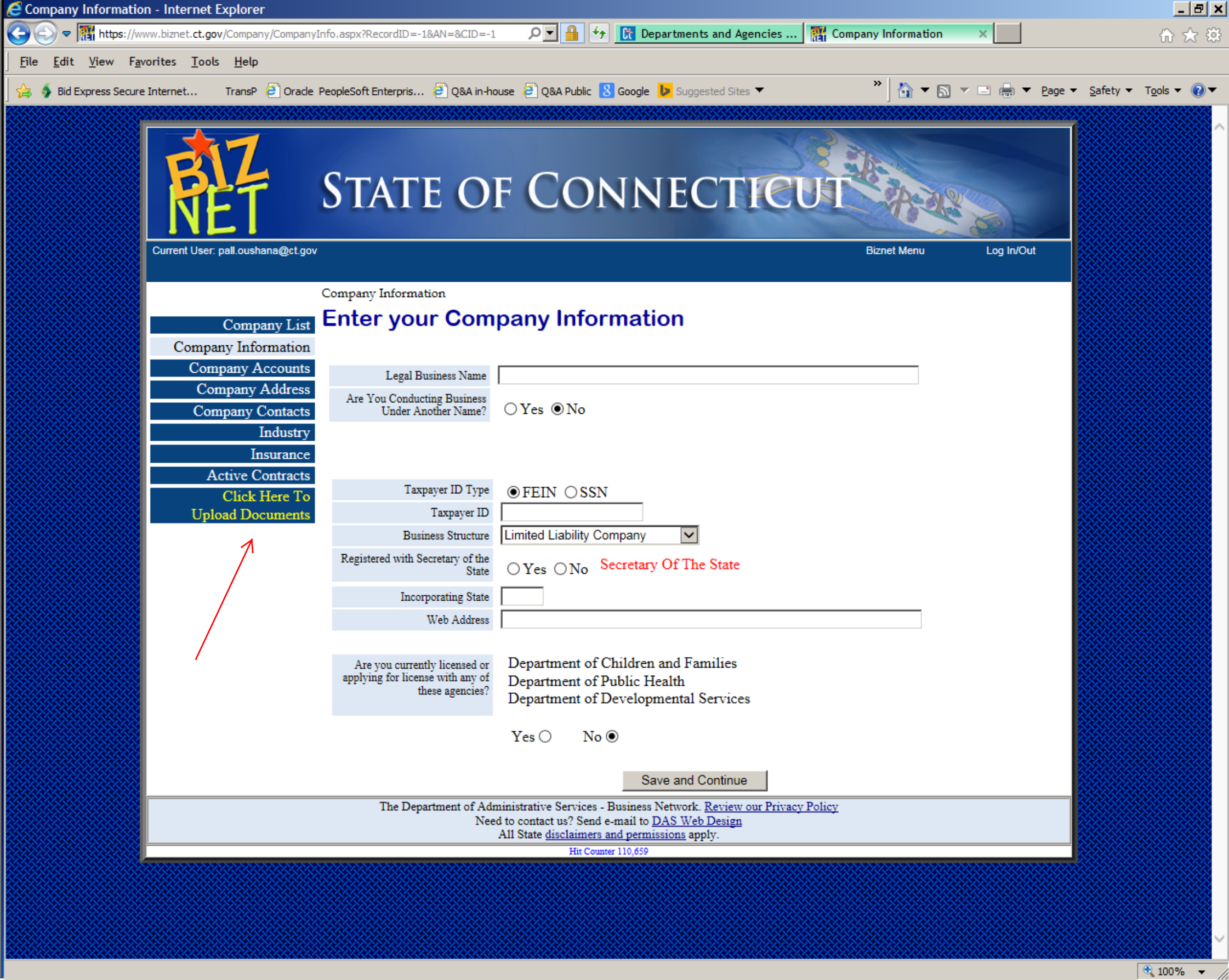
[Connecticut Procurement Daily Notice](#)

Sends out a list of new or updated solicitations from the Connecticut State Contracting Portal.



[DAS BuyLines](#)

Monthly newsletter from DAS with Procurement information



STATE OF CONNECTICUT

Current User: pall.oushana@ct.gov

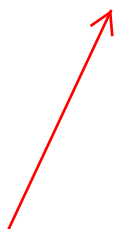
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Company Information

Enter your Company Information

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- [Company Information](#)
- [Company Accounts](#)
- [Company Address](#)
- [Company Contacts](#)
- [Industry](#)
- [Insurance](#)
- [Active Contracts](#)
- [Click Here To Upload Documents](#)



Legal Business Name	<input type="text"/>
Are You Conducting Business Under Another Name?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Taxpayer ID Type	<input checked="" type="radio"/> FEIN <input type="radio"/> SSN
Taxpayer ID	<input type="text"/>
Business Structure	Limited Liability Company <input type="button" value="v"/>
Registered with Secretary of the State	<input type="radio"/> Yes <input type="radio"/> No Secretary Of The State
Incorporating State	<input type="text"/>
Web Address	<input type="text"/>

Are you currently licensed or applying for license with any of these agencies?	Department of Children and Families Department of Public Health Department of Developmental Services
	Yes <input type="radio"/> No <input checked="" type="radio"/>