

STATE OF CONNECTICUT PROCUREMENT NOTICE

Request for Proposals (RFP)
For
Professional Election Services
Issued By:
Teachers' Retirement Board
October 13, 2022

The Request for Proposal is available in electronic format on the State Contracting Portal and filtering by Organization for Teachers' Retirement Board <https://portal.ct.gov/DAS/CTSource/BidBoard> or from the Agency's Official Contact:

Name: Helen Sullivan
Address: 165 Capitol Avenue, Hartford, CT 06106
Phone: (959) 867-6376
Fax: (860) 622-2845
E-Mail: Administration.TRB@ct.gov

The RFP is also available on the Agency's website at <https://portal.ct.gov/trb>.

RESPONSES MUST BE RECEIVED NO LATER THAN
October 31, 2022
4:00 PM EST

The Agency is an Equal Opportunity/Affirmative Action Employer.

The Agency 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).

TABLE OF CONTENTS

Section I — GENERAL INFORMATION	
A. Introduction	
B. Instructions	
Section II — PURPOSE OF RFP AND SCOPE OF SERVICES.	
A. Agency Overview	
B. Service Overview	
C. Scope of Services Description.	
D. Performance Measures	
E. Contract Management/Data Reporting	
Section III — PROPOSAL SUBMISSION OVERVIEW	
A. Submission Format Information	
B. Evaluation of Proposals	
Section IV — PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS	
A. Cover Sheet	
B. Table of Contents.	
C. Executive Summary	
D. Main Proposal Submission Questions	
E. Attachments	
F. Declaration of Confidential Information	
G. Conflict of Interest – Disclosure Statement.	
H. Statement of Assurances	
Section V — MANDATORY PROVISIONS	
A. Standard Contract Provisions	
B. Assurances	
C. Terms and Conditions	
D. Rights Reserved to the State	
E. Statutory and Regulatory Compliance	
Section VI — APPENDIX	
A. Abbreviations / Acronyms / Definitions	
B. Statement of Assurances	
C. Standard Contract Provisions	
D. Statement of Minimum Qualifications	
E. Proposal Checklist	

I. GENERAL INFORMATION

■ A. INTRODUCTION

1. RFP Name and Number.

Professional Election Services TRB 2022-01.

2. RFP Summary.

The State of Connecticut Teachers' Retirement Board (CTRB) is seeking proposals from qualified vendors to administer the election process for two open retiree seats on the fourteen-member Board of Directors for the management of the retirement system for public school teachers. The board is comprised of three ex officio members, five public members and six teachers. The teachers, four active and two retired, are elected by their peers for overlapping four-year terms. The selected vendor will oversee the election process and certify the election outcome for the CTRB.

3. RFP Purpose

The mission of the CTRS is to manage the system as governed by [Chapter 167a](#) of the Connecticut General Statutes as amended through the 2022 session of the State Legislature. The CT Teachers' Retirement Board (CTRB), charged under Connecticut law with the management of the retirement system for public school teachers, is comprised of three ex-officio members, five public members and six teachers. The teachers, four active and two retired, are elected by their peers for overlapping four-year terms. Board meetings are held regularly during the school year.

The terms of two incumbent active teachers and two retired teachers will expire on June 30, 2023, although they are eligible to apply for any open seat for which they are qualified. The term of the candidates who acquire these seats will run from July 1, 2023, thru June 30, 2027. There are approximately 55,000 active teachers and 38,000 retired teachers. The two retiree teacher seats will require an election for the upcoming term. The purpose of the RFP is to contract with a qualified firm to manage the hybrid election process which includes electronic and a paper ballot, to the retiree population who reside nationally.

4. Commodity Codes. The services that the Agency wishes to procure through this RFP are as follows:

- 80000000: Management and Business Professionals and Administrative Services
- 93111608: Election Organization Services

■ B. INSTRUCTIONS

- 1. Official Contact.** The Agency 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 Agency. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Agency employee(s) (including appointed officials) or personnel under contract to the Agency about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Helen Sullivan
Address: 165 Capitol Avenue, Hartford, CT 06106
Phone: (959) 867-6376
E-Mail: Administration.TRB@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 Agency contact.
- Secretary of State recognition – Click on appropriate response
 - Non-profit status, if applicable
 - Notification to Bidders, Parts I-V
 - Campaign Contribution Certification (OPM Ethics Form 1):
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>
- 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:
- Agency's Website
<https://portal.ct.gov/trb>
 - State Contracting Portal (go to CTsource bid board, filter by "Teachers' Retirement Board"
<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 Agency 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 Agency's RFP Web Page.

- RFP Released: October 14, 2022
- Deadline for Questions: October 20, 2022
- Answers Released: October 24, 2022 (3:00 pm)
- Proposals Due: November 1, 2022
- (*) Finalist Interviews: November 7, 2022
- Proposer Selection: November 9, 2022

*Finalist Interviews will be held at TRB's discretion – Proposer must hold date.

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

- Number of Awards: 1
- Contract Term: December 1, 2022 - June 30, 2027

6. Eligibility Requirements. Proposer must meet the eligibility requirements as set forth in the Request for Proposal.

7. Minimum Qualifications of Proposers.

Proposers must complete and return the Minimum Qualifications Certification in the form contained in Appendix D.

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

9. Inquiry Procedures. All questions regarding this RFP or the Agency'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 Agency 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 Agency may or may not respond to questions received after the deadline. The Agency 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 Agency will publish any and all amendments to this RFP on the State Contracting Portal and, if available, on the Agency's RFP Web Page.

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

- 11. 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:

Proposals received after the due date and time will be ineligible and will not be evaluated. The Agency 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 official agency contact for this procurement. The subject line of the email must read: TRB 2022-01.

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 Agency's server limitations. Respondents should work to ensure there are not additional IT limitations from the provider side.

- One (1) printed original proposal plus (3 conforming copies of the original proposal.

The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned proposals will not be evaluated. The original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

When hand-delivering proposals by courier or in person, allow extra time due to building security procedures. The Agency will not accept a postmark date as the basis for meeting the submission due date and time. Proposals received after the due date and time may be accepted by the Agency as a clerical function, but late proposals will not be evaluated. At the discretion of the Agency, late proposals may be destroyed or retained for pick up by the submitters.

- 12. Multiple Proposals.** The submission of multiple proposals is not an option for this procurement

II. PURPOSE OF RFP AND SCOPE OF SERVICES

■ A. AGENCY OVERVIEW

The CT Teachers' Retirement Board (CTRB) is governed by Chapter 167a of the Connecticut General Statutes as amended through the 2022 session of the State Legislature. The System is administered by the TRB, located in Hartford, CT. The CTRB consists of fourteen members: four elected active teacher members, two elected retired teacher members, the Commissioner of the Department of Education, the State Treasurer, the Secretary of the Office of Policy and Management and five public members appointed by the Governor. All TRB members serve without pay but are reimbursed for necessary expenses. The Administrative Officer authorized to negotiate and execute contracts on behalf of the TRB is Helen Sullivan.

TRB is a governmental pension plan with approximately 55,000 active members, 12,000 inactive members, 38,000 retired members and beneficiaries, and 500 persons receiving monthly survivor benefits. The CT Teachers' Retirement System (CTRS) provides approximately \$2.2 billion in pension payments annually. The retirement plan is a defined benefit plan funded by mandatory teacher contributions, investment earnings and annual appropriations by the State of Connecticut. The laws, regulations and benefit summary are posted to the TRB website at www.ct.gov/trb.

■ B. SERVICE OVERVIEW

The CTRB is conducting an election for two (2) retired board seats which are elected by members of the system. The term of the seats begins July 1, 2023, to June 30, 2027. The selected vendor will manage the election process for both electronic and paper ballots during the election period to the CTRS with approximately 55,000 active and 38,000 retired members who reside nationally. The selected vendor will receive the information from the CTRS database to provide a secure electronic system and secure storage system for paper ballots. The selected vendor will prepare a statement of services and capabilities document to demonstrate they meet the qualifications of the project to maintain an equitable election. The selected vendor must agree to the terms and conditions in the state base contract.

■ C. SCOPE OF SERVICE DESCRIPTION

The CTRB is seeking a single vendor to manage the electronic and paper ballot process for an election in the early spring of 2023. There are two retiree board seats that are available July 1, 2023 through June 30, 2027 and the petition process will be completed prior to the vendor selection. The CTRS has approximately 93,000 active and retired members nationally.

Establish a production timeline in coordination with the CTRB management team for eligible members of the system to vote in a hybrid election. Hybrid election consist of electronic and paper ballots.

Design a printed and or electronic ballot; to include BRE envelope and candidate biographies for each member eligible to vote in the election to last known address and or email addresses in the CTRS database.

Manage undeliverable addresses both electronically and paper and establish a process for replacement ballots. (To be determined by both parties)

Provide a unique voter identification number for eligible members.

Monitor, maintain, and secure paper and online voting activity during the established election period.

Design or present established secure online voting system.

Provide an 800 number and free phone support for members who have questions or issues with the online voting system or paper ballot. Help line hours from 7:00 am-7:00 pm EST Monday through Friday during the established election period.

Prepare written instructions for members for both the electronic and paper ballots.

Provide election result total for both electronic and paper ballots.

Provide a secure site for electronic voting. Testing will be included in the RFP.

Provide additional processes, if deemed necessary, to improve the election process.

1. Organizational Expectations

The CTRB is seeking a qualified service vendor to administer the voting process for two open retired teachers' seats on its 14-member Board of Directors whose seats are up for election June 30, 2023 and will serve a four term through June 30, 2027.

The selected vendor will provide all services in accordance to certify the election outcome, including but not limited to; preparation of written and electronic ballots, maintain electronic delivery, print, mail, and monitor undeliverable addresses, verify the ability to provide security, oversight, and a complete total for candidate with the highest number of votes both electronic and paper ballots.

2. Location/Hours

The qualified vendor must be located in the United States. The hours of operation are the standard Eastern Standard Time (EST) business day as determined by both parties, with the exception of peak business periods as required by the election process. Peak period business hours must extend to 7:00 pm EST.

3. Staffing Expectations

The qualified vendor will provide the current staffing model assigned to the election process for the CTRB. It shall include the qualifications required for staff to tally electronic and paper ballots.

4. Data and Technology Expectations

The qualified vendor must provide the ability to demonstrate the software, security capabilities, and programs used to store data collection, evaluate, report and validate both electronic and paper ballots.

5. Financial Expectations

The qualified vendor must provide their financial standing and liability insurance policies.

6. Budget Expectations

The qualified vendor pricing schedule must provide a breakdown of the costs and services for each task in the election process, including but not limited; to consultant/management fees, ballot design, print cost, mail cost, management of electronic systems and verification of election outcome. The cost associated for any subcontractor must be disclosed as part of the overall budget.

The Contract awarded pursuant to this RFP will have an initial term of five (5) years beginning December 1, 2022 through June 30, 2027. Extension(s) may be granted for a term not to exceed the original term of the contract, for no more than three one (1) year terms, or for one three (3) year term. Extensions are done in writing as an extension to the original contract.

■ D. PERFORMANCE MEASURES

The selected vendor(s) shall meet specific performance standards established during the contract negotiation process. The approved project schedule, specifying agreed upon, significant milestone events, and a project completion date, shall be incorporated into the contract as projects are identified and assigned to the successful Respondent(s).

E. CONTRACT MANAGEMENT/DATA REPORTING

As part of the State's commitment to becoming more outcomes oriented, CTRB, 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, CTRB reserves the right to request/collect other key data and metrics from providers/vendors.

The agency will establish weekly updates to discuss the election. Vendor staff will be available to agency management as needed Monday through Friday during regular business hours established by both parties.

Weekly updates are to be provided for both the electronic and paper ballots results during the scheduled election period.

The format to establish data exchange process for both undeliverable electronic ballots and paper ballots shall be determined by both parties.

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, 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.
 - 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:
- 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, 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. Electronic submissions must include the following language: THIS IS AN ELECTRONIC SUBMISSION.

Submitted proposals must conform to the following specifications:

- ☐ Formatted to fit 8 ½ x 11 (letter-sized) paper
- ☐ 12-point, Times New Roman font
- ☐ Normal (1 inch) margins and 1 ½ line spacing

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. Packaging and Labeling Requirements. All hard copy proposals must be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the proposer must appear in the upper left corner of the envelope or package. The RFP Name and Number must be clearly displayed on the envelope or package. Any received proposal that does not conform to these packaging or labeling instructions will be opened as general mail. Such a proposal may be accepted by the Agency as a clerical function, but it will not be evaluated. At the discretion of the Agency, such a proposal may be destroyed or retained for pick up by the submitters.

9. 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. 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).

10. 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 Agency 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 Agency 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 Agency 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 Agency will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, Agency 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 Review Committee will make a vendor selection recommendation to the Board. The Board 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. 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 Agency will reject any proposal that deviates significantly from the requirements of this RFP.
- 4. 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

• Overall Pricing (Proposal Cost)
• Qualifications, experience, and samples
• References (timeliness and deliverables)
• Willingness to accept the terms and conditions of the state contract as referenced Appendix C
• Quality of Work

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).

- 5. Proposer Selection.** Upon completing its evaluation of proposals, the Review Committee will submit the rankings of all proposals to the Commissioner or Agency Head. The Board will make the final selection. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Agency. 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 Agency's discretion, about the outcome of the evaluation and proposer selection process. The Agency reserves the right to decline to award contracts for activities in which the Commissioner or Agency Head considers there are not adequate respondents.

- 6. Debriefing.** Within ten (10) days of receiving notification from the Agency, 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 Agency 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 Agency may schedule and hold the debriefing meeting within fifteen (15) days of the request. The Agency will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
- 7. Appeal Process.** Proposers may appeal any aspect the Agency's competitive procurement, including the evaluation and proposer selection process. Any such appeal must be submitted to the Agency 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 Agency 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.
- 8. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Agency'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 Agency 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

Organizations submitting proposals must provide an Executive Summary. This is to permit the Proposer to briefly summarize the most important aspects of each section of the Proposal. The Executive Summary must provide a high-level overview of the Proposal. The Proposer must summarize its understanding of the objectives of the TRB in issuing this RFP, the intended results of the services, the scope of work, and any issues, which need to be addressed. Specifically, the Executive Summary should outline the proposing organizations experience in managing the election process for state retirement systems.

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

4.1 Strengths and Qualifications of Agency & Staff

Explain the firm's qualifications to meet the requirements of the election process.

Provide an overview of the firm including historical background, organizational structure & total annual revenues. How many years in business?

Provide information demonstrating that your organization has significant experience as demonstrated by having previously performed elections that are comparable to those

described in this RFP. Related experience should include information on competency and a proven track record.

Provide names and contact information of three (3) client references for whom you have performed services reasonably comparable to those sought in this RFP.

4.2 Scope of Services

The CTRS is seeking proposals from qualified proposers to administer an election for two retiree board seats with a term of July 1, 2023, to June 30, 2027. Proposers will establish a production timeline with the CTRS management team for approximately 38,000 eligible retiree members and 55,000 eligible active teacher members to vote in a hybrid election. The hybrid election shall consist of a combination of electronic and paper ballots for 38,000 retirees of whom CTRS either has an email address or mailing address for and 55,000 electronic ballots for the active teacher membership. Proposers should provide a detailed project plan to ensure the validity and integrity of the election process. Proposers are encouraged to provide additional features or processes that will improve the project. They need not be included in the proposed budget plan. Proposers will collaborate on electronic and paper design marketing materials, ballots, and testing requirements. Awarded Proposer is required to attend all of the meetings associated with the following scope of services and any additional work, which may be required.

Provide a unique voter identification number for eligible members to ensure one ballot per member either electronic or paper.

Design a printed and or electronic ballot; to include BRE envelope and candidate biographies for each member eligible to vote in the election to last known address and or email addresses in the CTRS database.

Manage undeliverable addresses both electronically and paper and establish a process for replacement ballots. (To be determined by both parties)

Mail paper ballot or electronic ballot to eligible members to last known address in CTRS data system.

Monitor, maintain, and secure paper and online voting activity during the established election period.

Design, test, or present established secure online electronic ballot voting system which enables a confirmation of ballot submission.

Provide an 800 number and free phone support for members who have questions or issues with the online voting system or paper ballot. Service hours from 7:00 am-7:00 pm EST Monday through Friday during the established election period.

Prepare written instructions for CTRS to approve for member communication for both the electronic and paper ballots.

Provide and certify election results total for both electronic and paper ballot and present to the agency management team.

Provide weekly updates to be provided as both the electronic and paper ballots results during the scheduled election period.

Maintain all election records for a period of 12 months post-election.

Design a printed and or electronic ballot; to include BRE envelope and candidate biographies.

4.3 Staffing Plan

Provide the size of your firm and the number of full-time staff assigned to providing services.

Provide a list of Key Personnel with job descriptions.

Provide agency staffing levels for the project.

Provide the training and qualifications process for your firm as applicable to the services in the RFP.

Provide a list of the primary individuals who would work with the State, and explain their experience, relevant background and anticipated duties. Include brief resumes for each.

Designate an account manager and one alternate who may speak and act on behalf of the organization in all dealings with the TRB, if necessary. Provide the following information for each individual.

- Names
- Telephone Numbers
- Normal Work Hours

4.4 Data and Technology

What assurances can you provide that your Firm will not be subject to cyber-attacks?

Describe security and protection measures and provide copies of any and all related policies.

Describe your expected response time to notify us if a cyber-attack or security breach should occur and the actions you would take to mitigate damages.

Describe the process for storing and managing the electronic voting process.

Do you provide an FTP site for data exchange purposes?

What software programs are used to collect and store data?

4.5 Subcontractors

Provide the Legal name of Entity, Address, FEIN.

Provide the Contact Person, Title, Phone, E-mail.

Services Currently Provided?

Services to be Provided under Subcontract?

Who at your firm is responsible for the oversight of the Subcontractor and what are those services?

4.6 Work Plan

The estimated start date of the election process for the two retired teacher boards seats is January 1, 2023. The candidates were established prior to the Request for Proposal. The election will be both electronic and paper ballots to eligible members of the system. Proposer must provide a timeline for the election process. The timeline must include, but not limited to, the development of paper ballots, electronic ballots, electronic data system, distribution schedule for mailing ballots, managing undeliverable ballots, call center or similar environment for member assistance, weekly status reports of votes, process for validation of votes, reporting process, provide total number of votes for members, certify election, and store results for a period of twelve months. It is encouraged to propose additional processes to improve the overall project results.

4.7 Financial Profile

Provide the last 2 years of SOC 1 and SOC 2 type II reports.

It is expected that the selected firm will have adequate quality control procedures in place to guarantee the accuracy of the work performed. Please describe your quality assurance procedures.

Disclose any past or present assignments, relationships or other employment that your firm or any employee of your firm has or has had that may create a conflict of interest or the appearance of a conflict of interest in serving as the election vendor provider for the State in this matter.

Discuss any pending complaints or investigations, or any made or concluded within the past five (10) years, to or by any regulatory body or court regarding the conduct of your firm or its predecessors, or any of its present or former owners or employees.

Describe any litigation your firm may be involved.

Describe the levels of your professional liability insurance coverage for client security breaches (cyber risk) and any fiduciary or professional liability insurance your Firm carries.

Is the coverage on a per client basis or is the dollar figure applied to the Firm as a whole?

What limitation on liability, if any, do you impose through your contract? The Firm must not seek to unreasonably limit their liability for negligence.

Does coverage for liability, due to your negligence, continue for a period following termination of the contract? If so, for how long?

4.8 Cost Competitiveness and Budget Narrative

Please quote your fees for the following items. Please detail the scope of services to be provided under the proposed engagement and provide quotes for any additional services. There are approximately 93,000 eligible members of the system.

The cost for management/consulting project fees, ballot count for both electronic and paper ballots.

Fees associated with preparation and delivery of carried election results.

Estimated mailing, postage to include BRE, and 150 limited word candidate bio for 40,000 eligible members.

Estimated printed cost for 40,000 eligible members.

Applicable software fees and cost of electronic votes.

Estimated cost for any other charges applicable to the RFP.

Explain the billing process.

Finalist may be subject to best and final offer.

E: Attachments

Attachments, other than the required attachments identified, are not permitted and will not be evaluated. See the Proposal Checklist in Appendix E 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.

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

Sign and return Appendix B.

V. MANDATORY PROVISIONS**■ A. STANDARD CONTRACT PROVISIONS**

Sign and Return Appendix C.

■ 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 Agency may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the 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 Agency 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 Agency 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 Agency 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 Agency 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 Agency may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Agency, 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 Agency. The Agency 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 Agency. At its sole discretion, the Agency 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 Agency, 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 Agency 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 Agency 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 Agency 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 Agency 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 Agency 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 Agency.
- 2. Amending or Canceling RFP.** The Agency reserves the right to amend or cancel this RFP on any date and at any time, if the Agency 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 Agency 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 Agency 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 Agency may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Agency 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 Agency reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Agency further reserves the right to contract with one or more proposer for such services. After reviewing the scored criteria, the Agency may seek Best and Final Offers (BFO) on cost from proposers. The Agency may set parameters on any BFOs received.
- 7. Clerical Errors in Award.** The Agency 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 Agency is the sole funder of a purchased service, the Agency reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Agency also reserves the right to approve replacements for key personnel who have terminated employment. The Agency 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 Agency.

■ E. STATUTORY AND REGULATORY COMPLIANCE

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 ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
- 3. Consulting Agreements Representation, C.G.S. § 4a-81.** Pursuant to C.G.S. §§ 4a-81 the successful contracting party shall certify that it has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below. "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 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 as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes. Such representation shall be sworn as true to the best knowledge and belief of the person signing the resulting contract and shall be subject to the penalties of false statement.
- 4. Campaign Contribution Restriction, C.G.S. § 9-612.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to the resulting contract must represent that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations." Such notice is available at:

https://portal.ct.gov/-/media/TRB/Content/Publications/PB_LIMITATIONS.pdf
- 5. Gifts, C.G.S. § 4-252.** Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order No. 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:

(1) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates 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;

(2) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and

(3) That the Contractor is submitting bids or proposals without fraud or collusion with any person.

Any bidder or proposer that does not agree to the representations required under this section shall be rejected and the State agency or quasi-public agency shall award the contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.

6. Iran Energy Investment Certification C.G.S. § 4-252(a). Pursuant to C.G.S. § 4-252(a), the successful contracting party shall certify the following: (a) that it 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. (b) If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section it shall not be subject to the penalties of false statement pursuant to section 4-252a of the Connecticut General Statutes. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the resulting contract.

7. Nondiscrimination Certification, C.G.S. § 4a-60 and 4a-60a. If a bidder is awarded an opportunity to negotiate a contract, the proposer must provide the State agency with *written representation* in the resulting contract that certifies the bidder complies with the State's nondiscrimination agreements and warranties. This 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 authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the resulting contract, or (B) providing an affirmative response in the required online bid or response to a proposal question, if applicable, which asks if the contractor understands its obligations. If a bidder or vendor refuses to agree to this representation, such bidder or vendor shall be rejected, and the State agency or quasi-public agency shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.

8. Access to Data for State Auditors. The Contractor shall provide to OPM access to any data, as defined in C.G.S. § 4e-1, concerning the resulting contract that are in the possession or control of the Contractor upon demand and shall provide the data to OPM in a format prescribed by OPM [or the Client Agency] and the State Auditors of Public Accounts at no additional cost.

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)
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 Agency as a result of this RFP.
- *proposer*: a private provider organization, CT State agency, or municipality that has submitted a proposal to the Agency 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 Agency 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 Agency as a result of this RFP

B. STATEMENT OF ASSURANCES**CT Teachers' Retirement Board**

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 Agency the cost proposed in the RFP and within the timeframes therein.
- c. The Respondent will seek prior approval from the Agency before making any changes to the location of services.
- d. Neither the Respondent or any official of the organization nor any subcontractor or 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 or 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 Representative Signature

Date

C. STANDARD CONTRACT PROVISIONS

CT TEACHERS' RETIREMENT BOARD

Notice to Proposer:

Please be advised that The Teachers' Retirement Board requires that each Proposer sign below.

The undersigned duly authorized Representative hereby acknowledges, understands, and agrees to the terms and conditions of the State of CT Form Contract. Please disclose the terms and conditions you find exception with. If no exceptions, say none. If so, please identify in your submission on Appendix C.

https://portal.ct.gov/-/media/TRB/Content/Publications/PB_CONTRACT.pdf

Authorized Representative Signature: _____ Date: _____

Print Name of Authorized Representative: _____

Title of Authorized Representative _____

D. STATEMENT OF MINIMUM QUALIFICATIONS

_____ certifies that it meets the following minimum qualifications.
Firm Name

Please initial each as applicable.

1. Stated firm has a minimum of five years' experience conducting elections services.
2. Stated firm has a minimum of three years' experience conducting hybrid election services.

Authorized Representative Signature: _____ Date: _____

Printed Name & Title of Authorized Representative: _____

E. 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 Agency reserves the right to modify these dates at its sole discretion.		
Item	Action	Date
1	RFP Released	October 14, 2022
2	Deadline for Questions	October 20, 2022
3	Answers Released	October 24, 2022 (3:00 pm)
4	Proposals Due	November 1, 2022
5	Finalist Interviews (Agency Discretion)	November 7, 2022
6	Proposer Selection	November 9, 2022

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

- Register at: <https://portal.ct.gov/DAS/CTSource/Registration>
- Submit required forms:
 - Campaign Contribution Certification (OPM Ethics Form 1):
<https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

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. Additional attachments may include
 - Staffing plan with FTE status
 - Agency and program organizational chart detailing reporting structure
 - Staff resumes and applicable licensures

- Work plan describing organization's efforts, progress, or plans to diversify workforce
 - Detailed plan on cultural competence and humility in service delivery
 - Memoranda of Agreement/Understanding with service partners
 - Written financial policies and procedures
- ☐ **Proposed budget**, including budget narrative and cost schedules for planned subcontractors, if applicable.
- ☐ **Conflict of Interest Disclosure Statement**
- ☐ **Statement of Assurances**
- ☐ **Standard Contract Provisions**
- ☐ **Statement of Minimum Qualifications**

Formatting Checklist

- ☐ Is the proposal formatted to fit 8 ½ x 11 (letter-sized) paper?
- ☐ 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)?