

# The Connecticut General Assembly

## Joint Committee on Legislative Management

Donald E. Williams, Jr.  
*Senate President Pro Tempore*

Martin M. Looney, *Senate Majority Leader*  
John McKinney, *Senate Minority Leader*

D'Ann Mazzocca, Ph.D.  
*Executive Director*



Christopher G. Donovan  
*Speaker of the House*

J. Brendan Sharkey, *House Majority Leader*  
Lawrence F. Cafero, Jr., *House Republican Leader*

December 20, 2011

TO: All Proposers of Record

FROM: Lauren Brown

RE: Latino and Puerto Rican Affairs Commission Golf Tournament

---

The following responses to Proposer inquiries and RFP clarifications are provided to those vendors who received the Connecticut General Assembly's Request for Proposal for the Latino and Puerto Rican Affairs Commission's 2012 Golf Tournament, JCLM12REG0024.

Please note that the deadline for receipt of all sealed Proposals is 12:00 pm (noon) on January 9, 2012, in the Office of Legislative Management, Room 5100 at the Legislative Office Building, Hartford, CT.

Thank you for your interest.

**REQUEST FOR PROPOSAL  
FOR THE JOINT COMMITTEE ON LEGISLATIVE MANAGEMENT**

**House Voting Board Installation and Maintenance**

**Vendor Questions and Responses**

**December 20, 2011**

1. Has an Addendum or Bidder's list been issued for this project?

**No, a Bidder's list has not been issued for this project as the walk-through meeting was not mandatory.**

2. Is there a listing of what is to be submitted with the responses?

**Sections two and three of the Request for Proposal include a list of required elements that shall be included in all Proposals. Any Proposal not including these elements is subject to disqualification.**

3. Has this project been reserved for participation by set-aside Respondents certified as such by the Connecticut Department of Administrative Services (DAS)?

**No, this project has not been reserved for participation by set-aside Respondents certified as such by DAS.**

4. Can you please clarify any special instructions regarding the completion of the Attachment documents to this Request for Proposal?

**Corporate Resolution and Proof of Authorization Form (Attachment A)**

**This document shall be completed and included in the Proposal. This form shall be signed by the individual who is authorized to sign and enter into contracts on behalf of the proposer, notified and affixed with the corporate seal (if available).**

**Certification Form (Attachment B)**

**This Form shall be signed by the same individual who signed the Corporate Resolution and Proof of Authorization Form. This form is not required to be notarized.**

**Proposal Pricing Page (Attachment C)**

**This Form shall be signed by the same individual who signed the Corporate Resolution and Proof of Authorization Form. This form is not required to be**

notarized.

**Response Checklist (Attachment D)**

Please indicate the pages number in which each requirement is provided in the RFP.

**Bidder Contract Compliance Monitoring Report (Attachment E)**

This Form shall be signed by the same individual who signed the Corporate Resolution and Proof of Authorization Form. This form is not required to be notarized.

**Vendor Profile Form (Attachment F)**

This Form shall be signed by the same individual who signed the Corporate Resolution and Proof of Authorization Form. This form is not required to be notarized.

**W-9 Form (Attachment G)**

This Form shall be signed by the same individual who signed the Corporate Resolution and Proof of Authorization Form. This form is not required to be notarized.

**Nondiscrimination Certification (Attachment H)**

This Form does not need to be completed and submitted with the Proposal, but only upon Contract award. This Form is included in the RFP for informational purposes only. There are five different certification forms. 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).