Request for Quotation

#COSC-081313

VMware Products & Services

Charter Oak State College (COSC) is seeking quotations for the provision of VMware products, services & consulting, and ancillary support. This is a Request For Quotation **ONLY**, and is **NOT** an authorization to begin or provide any services.

SBE/MBE/WBE Preference

This Request for Quotation does **NOT** have Set-Aside restrictions. However, preference WILL BE GIVEN to companies who participate in the Set-Aside program for Connecticut **SBE/MBE/WBE** businesses currently registered with the State of Connecticut Supplier Diversity Program. A Copy of your current certification MUST accompany your response to this Request for Quotation if you claim Set-Aside privileges.

Scope

Background and Objectives

To help and support the Information Technology Services department in its constant effort to provide exceptional services for the Charter Oak and CTDLC community and support and maintain the organization's virtual technology infrastructure, Charter Oak/CTDLC is seeking a multi-year contract with a Solution Provider or Consulting & Integration VMware Partner – (Premier Partner level or above preferred) to provide VMware products, services & consulting, and ancillary support.

Charter Oak State College and the CT Distance Learning Consortium (CTDLC) has an ever-expanding virtual infrastructure and is striving for ways to provide greater reliability, availability, and scalability and is in the process of planning for the implementation of a remote disaster recovery site. We have recently migrated our VMware infrastructure from version 4.2 to 5.1.0, and initially are looking for a review of the new infrastructure in order to determine that it is configured for optimal performance and best practices, and that we are taking advantage of all of the applicable features that are available in the new version. Additionally, this RFP provides for the future possibility of implementation of additional ESXi hosts and vCenter servers. Any other sundry network services associated with the maintenance, creation, and segmentation of the virtual infrastructure to support ongoing management and best practices in security are also valid for consideration.

Delivery and Installation

Bidder shall be able to provide VMware certified technician(s) onsite who are experienced in VMware deployments, upgrades, and troubleshooting. Proposals must include a list of qualifications, certifications and references for said technician(s). Under this agreement these technicians should be available to be onsite, or available via phone and/or email as needed for consultation.

Pricing Structure

- If the bidder prefers to offer different discount structures for different categories of products, explain and detail this information in your response (attach additional pages if necessary)
- Provide pricing for On-Site VMware Education and Consulting services (attach additional pages if necessary)
- The Bid shall include all expenses including, but not limited to, travel and per diem and shall be quoted as an hourly rate.
- Bidder shall include in their Proposal an hourly rate for any services and or separate rates/levels for various technician categories within the scope of this RFP.

Evaluation Criteria

The award of this RFP will be based upon a comprehensive review and analysis of all proposals by the RFP Review Committee based upon the Committee's determination and identification of the proposal which best meets the needs of the institution. COSC reserves the right to negotiate with any bidder prior to awarding a contract, and to negotiate with any contractor during the life of any subsequent contract. The award shall be made to the most responsive bidder offering the best overall value as determined by the Committee. All Suppliers submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

The RFP Review Committee will include in its evaluation all of the following components: proposals, references and interviews. All proposals will be evaluated by the RFP Review Committee, which will use the specific evaluation criteria listed below.

Proposals will be evaluated based on the Bidder's responses to the following criteria:

- Qualifications and Experience
    - Prior Experience including References, Certifications, and current clients list
    - VMware certified partner status
    - General qualifications and experience as they relate to compliance with all CT contracting statutes and regulations, including Ethics
- Proposed Services
    - Demonstrated ability and depth of qualified staff available to provide on-site support, training, etc.
- Fee Structure

Additional Terms

Payment: All payments made by the State of Connecticut to the Contractor will be made after the service has been performed, on a monthly basis. Terms of the contract and any purchase order issued under said contract will be Net 45 days. Prices must remain firm from date of award through the entire contract period.

General Instructions to Suppliers

Suppliers who are furnished a copy of this RFP are requested to submit a receipt acknowledgement as soon as possible, to ensure timely receipt of potential corrections or cancellations. Those not intending to make a proposal are asked to submit a negative reply.

RFP responses must be in sealed envelopes upon which a clear indication has been made of the RFP reference title, as well as the date and time the bid is due. The supplier's name and address must appear on the envelope.

Supplier must answer all the questions and supply all required materials to be considered.

The State of Connecticut is exempt from the payment of excise, transportation, and sales taxes imposed by the Federal government and/or the State of Connecticut. Such taxes must not be included in prices.

An authorized official must sign the proposal. The proposal must also provide the name, title, address, email, and telephone number for individuals with authority to negotiate and contractually bind the company or individuals. Please provide the name, email, and phone number of the person to contact for the purpose of clarifying the contract.

Rights Reserved to COSC

COSC reserves the right to award in part, reject any and all proposals in whole or in part, award to multiple contractors, to waive technical defects, irregularities and omissions if, in its judgment, the best interest of COSC

is served. COSC reserves the right to negotiate with any bidder prior to awarding a contract, and to negotiate with any contractor during the life of any subsequent contract.

Supplier Information:

Please provide the following in your proposal:

- The Name and location of your company.
- The location of the office that will be serving Charter Oak State College.
- A brief general description of your business, including the primary line of business.
- What percentage of your total client base is made up of public and private higher education institutions
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company.
- The availability of the staff offered in your proposal.
- Eligibility of State of Connecticut Small Business or Minority Business Enterprise, if applicable
- Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Organization name and location
- Starting date of service
- Relevant volume statistics
- Contact name, title and telephone number
- The references must be relevant to services performed in the last 36 months.
- All bidders must disclose any pending litigation or debarment involving the bidding firm related to duties to be performed within this RFP. Disclosure will be a factor considered when evaluating bidders, but failure to disclose will cause rejection of your bid

Proposal Submission Requirements

Describe how you or your firm proposes to provide the necessary services. Please respond to each item identified.

Note a Supplier must not subcontract any portion of this RFP or any resulting contract without the express written approval of COSC.

One (1) original and four (6) copies of complete proposal shall be submitted prior to 2:00pm E.S.T. on **September 13, 2013** and should be sent to the attention of:

Purchasing Manager
Re: COSC-081313
Charter Oak State College
85 Alumni Road
Newington, CT 06111-1802

Please Note: Faxed, E-Mailed, or late responses will be automatically rejected.

STATEMENT OF CONTRACT CONDITIONS

Any prospective contractors must be willing to adhere to the following conditions and must positively state them in the Proposal:

1. Acceptance or Rejection by the State—The State reserves the right to accept or reject any or all Proposals submitted for consideration.

2. Conformance with Statutes—Any contract awarded as a result of this RFQ must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.

3. Ownership of Proposals—All Proposals in response to this RFQ are to be the sole property of the State, and subject to the provisions of Section 1-19 of the Connecticut General Statutes (Re: Freedom of Information).

4. Ownership of Subsequent Products—Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ is to be the sole property of the State unless stated otherwise in the RFQ or contract.

5. Timing and Sequence—Timing and sequence of events resulting from this RFQ will ultimately be determined by the State.

6. Stability of Proposed Prices—Any price offerings from suppliers must be valid for a period of 120 days from the due date of supplier Proposals.

7. Negotiations of RFQ—Any negotiations made between a supplier and the agency or employee must be formalized by a written agreement.

8. Amending or Canceling Requests—The State reserves the right to amend or cancel this RFQ, prior to the due date and time, if it is in the best interests of the agency and the State.

9. Rejection for Default or Misrepresentation—the State reserves the right to reject the Proposal of any supplier, which is in default of any prior contract or for misrepresentation subsequent to a hearing before the agency.

10. State's Clerical Errors in Awards—The State reserves the right to correct inaccurate awards resulting from its clerical errors.

11. Rejection of Qualified Proposals—Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ.

12. Supplier Presentation of Supporting Evidence—A supplier, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the Proposal.

POLICY STATEMENT

The Board of Regents through Charter Oak State College recognizes its responsibility to the principles of affirmative action and equal opportunity and is committed to ensuring that these principles are carried out by Charter Oak State College with conviction and effort. We also recognize that the purpose of this commitment to affirmative action is to overcome the present effects of past discrimination. A detailed results-oriented program must be implemented to combat such discrimination and achieve affirmative action.

The Board of Regents is the governing board for Charter Oak State College and, as such, is a constituent unit of the state system of public higher education.

As President of Charter Oak State College, I pledge this affirmative action and equal employment opportunity program as an immediate and necessary agency objective. I am fully committed to the successful implementation of the program's objectives, provisions and procedures. Annual evaluations for managerial staff will include assessments of responsibilities to these provisions. This plan and future ones shall evidence my commitment to achieve the goals and timetables as identified.

There are major differences between Equal Employment Opportunity and Affirmative Action:

> Equal Employment Opportunity means showing neutrality with regard to race, color, sex, national origin, religion, marital status, ancestry, age, disability, mental retardation, present or past history of mental disorder or criminal record of employees or applicants (a/k/a protected groups) in an employment context or decision;
>
> In contrast, Affirmative Action is necessary because it helps guarantee the full and fair employment participation of protected classes by requiring the agency to do above and beyond normal employment practices in order to correct any imbalance in the work force.

This Policy Statement is based on the spirit and letter of state and federal anti-discrimination laws, regulations and executive orders. Enclosed is an attachment of these laws, which mandate and regulate our plan and program.

In accordance with the attached legal requirements, every agency staff member will share in the responsibility to implement this policy in all aspects of the employment process, including recruitment, selection, compensation, assignment, promotion and up-grading, training, transfer, discipline, termination, layoff and recall, and all other terms, conditions and privileges of employment. The Affirmative Action Officer will monitor all activities undertaken in these areas and shall take reasonable action in relation to problems disclosed, such as to make recommendations for policies and procedures which will eliminate actual or potential problems, establish goals and timetables which recognize the race, sex or national origin of employees and applicants for employment.

All members of the Board of Regents and the staff at Charter Oak State College shall ensure that no person shall be excluded from participation in, denied benefits of, or otherwise be discriminated against under any program because of his/her race, color, sex, national origin, religion, age, handicap or marital status. Additionally, we will not knowingly use the services of, patronize, nor otherwise deal with any business, contractor or agency that engages in acts of unlawful discrimination. We are committed to recognizing the hiring difficulties experienced by the physically disabled and by older persons. Program goals and timetables will be established to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of physically disabled and older persons in the work force.

Sexual harassment, another form of sex discrimination, will not be tolerated in any work place overseen by the Board of Regents and Charter Oak State College. Sexual harassment is a violation of Section 703 of

Title VII of the Civil Rights Act and Section 46a-60(8) of the Connecticut General Statutes. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constitute sexual harassment, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment, (2) submission to or rejection of such conduct by an individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment shall constitute grounds for disciplinary action.

Clifford Williams, Chief Financial & Administrative Officer shall serve as the agency's Affirmative Action Officer and have the responsibility for development and implementation of the agency's Affirmative Action Plan. He is located at 55 Paul J. Manafort Drive, New Britain, CT 06053, and may be reached at (860) 515-3760.

Ed Klonoski
President, Charter Oak State College

Affirmative Action Requirements

The Board of Regents through Charter Oak State College (COSC) is committed to Equal Opportunity and Affirmative Action and will not knowingly do business with any bidders, contractors, subcontractors or suppliers of materials who engage in acts of unlawful discrimination. Hence, in accordance with Administrative Regulations Sections 46a-68-35 “Affirmative Action By State Government” and 4-114a-1 through 4-114a-18 “Contract Compliance” as administered by the Commission on Human Rights and Opportunities (CHRO), COSC encourages bidders, contractors, subcontractors, and suppliers of materials to develop and implement Affirmative Action Plans.

Further, contractors with 50 or more employees are expected to have or develop a written Affirmative Action Plan addressing identified underutilization of minorities and women. Contractors with fewer than 50 employees are expected, at a minimum, to develop a written Affirmative Action Policy Statement.

In accordance with CHRO Regulations concerning contract compliance procedures for state agencies, this Packet was prepared to assist all bidders for contractual services to comply with legally mandated application procedures. All bidders must read and complete the appended forms where appropriate.

The appended forms are the following:

1. Affirmative Action Policy Statement of the Board of Regents/Charter Oak State College;
2. Notification to Bidders;
3. Bidder’s Responsibility and Qualification Questionnaire; and
4. Employment Data Questionnaire

Submit the completed forms along with your proposal or bid to the person or office identified in the request for proposal.

Affirmative Action Office
(860) 515-3760

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS

NOTIFICATION TO BIDDERS

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4)Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

(a) the bidder's success in implementing an affirmative action plan;
(b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
(c) the bidder's promise to develop and implement a successful affirmative action plan;
(d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
(e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

INSTRUCTIONS AND OTHER INFORMATION

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders' compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidders' good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) Definition of Small Contractor

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, payroll clerks, bill and account collectors, customer service representatives, files clerks, dispatchers, shipping clerks, secretaries and administrative assistants, computer operators, mail clerks, and stock clerks.

BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category.

INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)

White (not of Hispanic Origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (not of Hispanic Origin) - All persons having origins in any of the Black racial groups of Africa.

Hispanic- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information (Page 3)

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number_____ Or Social Security Number_____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1) -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black___ Hispanic___ Asian American___ American Indian/Alaskan Native___ Iberian Peninsula___ Individual(s) with a Physical Disability___ Female___
Bidder Parent Company (If any)	- Bidder is certified as above by State of CT Yes__ No__
Other Locations in Ct. (If any)	- DAS Certification Number _____

PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__	9. Does your company have a mandatory retirement age for all employees? Yes__ No__
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__
6. Does your company have a collective bargaining agreement with workers? Yes__ No__ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__	12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain. 13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number. _____ _____

Part III - Bidder Subcontracting Practices

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes__ No__

PLEASE COMPLETE NEXT PAGE

PART IV - Bidder Employment Information

Date: (Page 4)

JOB CATEGORY	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

PART V - Bidder Hiring and Recruitment Practices

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)

SOURCE	YES	NO	% of applicants provided by source
State Employment Service			
Private Employment Agencies			
Schools and Colleges			
Newspaper Advertisement			
Walk Ins			
Present Employees			
Labor Organizations			
Minority/Community Organizations			
Others (please identify)			

2. Check (X) any of the below listed requirements that you use as a hiring qualification

(X)	
	Work Experience
	Ability to Speak or Write English
	Written Tests
	High School Diploma
	College Degree
	Union Membership
	Personal Recommendation
	Height or Weight
	Car Ownership
	Arrest Record
	Wage Garnishments

3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination

Certifications (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)

Executive Orders

The Contract resulting from this RFP will be subject to the provisions of Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms, Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17th, 2006, concerning procurement of cleaning products and services, Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, all of which are incorporated into and are made a part of the Contract as if they had been fully set forth in it. At the Contractor's request, the Agency shall provide a copy of these orders to the Contractor.

Nondiscrimination

(a) For purposes of this Section, the following terms are defined as follows:

i. "Commission" means the Commission on Human Rights and Opportunities;
ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-

267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

(c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.

(g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees

to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

Summary of State Ethics Laws

Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes, the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes will be incorporated by reference into and made a part of the resulting contract as if the summary had been fully set forth therein.

RETURN THIS FORM IMMEDIATELY!

Acknowledgment: Receipt of Request-For-Proposal Documents
Bid Number: Request for Proposal **COSC-081313**

Project Title: **VMware Products and Services**

Please take a moment to acknowledge receipt of the attached RFP documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit a proposal.
Date Issued: August 13, 2013
Date received? / /
Do you plan to submit a proposal? Yes No

Print or type the following information:

Company name:	
Address:	
City or Town:	
Phone:	
Fax:	
E-Mail:	

Note: Faxed acknowledgments are requested! FAX (860)666-5828

ATTN: BID COSC-081313 VMware Products and Services
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX BIDS.
BIDS MUST BE SUBMITTED IN A SEALED PACKAGE