

Call for Leadership Training

*Quinebaug Valley Community College
742 Upper Maple Street
Danielson, CT. 06239
RFP #QVCC-CE-71714*

ADDENDUM

1. The RFP states that "The expectation is that business leaders will be better prepared to align their teams around key scorecard metrics and desired business behaviors." Are you expecting the training vendor to define the desired business behaviors and key scorecard metrics or will those be defined by QVCC? **The training vendor should articulate what business behaviors equate to success...the metrics will be determined by each team of business leaders respective to their own enterprises.**
2. The RFO states "Advertising and marketing for the Summits will be done by the College, and the fee is yet to be determined." Is the fee referring to advertising and marketing fees or is it referring to course fees? **The fee refers to the price being charged each attendee for the course.**
3. How many Leadership Summits does the college expect the vendor to conduct? **4 or 5, depending on the success of the program and how many businesses sign up to attend.**
4. Does each Summit consist of one experiential session and one classroom session? **Yes.**
5. How many hours per session? **Each Summit should last approx. 8 hours in total.**
6. Is the vendor expected to provide the same curriculum for each Summit or are these consecutive sessions with different lessons? **Each Summit should have a unique curriculum, theme.**
7. What is the expected funding amount for the 9 months of the contract? **Funding will be determined by the # of attendees.**
8. Is this a new program and if not, who is the current vendor and what is the funding amount? **This is a new program.**
9. You mentioned in the Scope section that the target audience is 25-40 attendees (multiple business teams). Does it mean that the group size for one Leadership Summits will be 25-40 and you plan to have multiple Leadership Summits? **Yes.**
10. How many Leadership Summits do you plan to roll-out between Sept 1, 2014 and May 31, 2016? **Four or Five.**
11. How many days would you foresee the Leadership Summit would run? If more than a day, do you envision consecutive days or series of days? **One.**
12. May I assume that the Leadership Summits with "an experiential session and a classroom session" will be held in person and not virtually? **Yes.**
13. Are you looking for virtual elements for the Leadership Summit such as webinar, virtual training etc. ? **No.**
14. Is there a page limitation for the proposal? **No.**
15. Are the Travel & Lodging expenses reimbursable? If so, would you share the guidelines, per diem, etc.? **No, they are not reimbursable.**

ADDENDUM

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16. How are the proposed Leadership Summits different from the Leadership Development modules that QVCC currently offers? *The Leadership Summit is a one day event, with a target audience of CEO's, executives and business leaders, offered off campus. The Leadership Development classes are 4 (four hour) sessions offered in modular sequence at QVCC, targeting frontline supervisors, team leaders etc. There are 4 modules in total (16 classes). In summary, the curriculum, audience, and duration are different for each.*
17. How many copies of the proposal would you like me to send? Also, is there a page limit? *Two copies of the proposal, no limit on pages submitted.*
18. How long do you anticipate each summit will last? 2-3 days? *One Day.*
19. Will each summit be customized to match the metrics of individual business teams – or will there be one design that will be followed for every summit? *Each team will develop their own metrics, unique to their individual businesses.*
20. Are you open to pre- and post-work for the summits? *Yes....pre-work is acceptable; post work will not likely add value.*
21. Do you have a budget figure in mind, and/or are there financial parameters that you expect the bid to fall within? *All bids will be equally assessed based on price, value, curriculum etc. There are no pre-determined figures.*
22. As part of the proposal should we provide thoughts on and estimates for off-site venues? *While we have a location in mind for the October 2014 Summit, we would welcome thoughts about future venues.*
23. "Advertising and marketing for the summits will be done by the college, and the fee is yet to be determined." – are we responsible for this fee? *No, QVCC is responsible for marketing & advertising.*
24. How many summits do you anticipate running per year? *Probably 2 per year.*
25. Will the summits be run through the calendar year or just the academic year? *Spring and Fall.*
26. Will payments be made upon completion of each summit? *Yes.*
27. How many copies of the proposal are required to be sent? *Please send 2 copies.*
28. When will we be notified of a formal decision? *Late August.*
29. Will there be an on sight proposal presentation? *No.*

Request for Proposal

Call for Leadership Training QVCC-CE-71714

Quinebaug Valley Community College
742 Upper Maple Street
Danielson, CT 06239
T-(860) 932-4023
F-(860) 932-4303
E-Mail: DGuntner@qvcc.edu
July 21, 2014



Call for Leadership Training

*Quinebaug Valley Community College
742 Upper Maple Street
Danielson, CT. 06239
RFP #QVCC-CE-71714*

Quinebaug Valley Community College is in need of a professional organization to deliver Leadership Summits designed to build individual leadership skills and improved organizational capability. The preferred format for the Summits will include both an "experiential session" and a "classroom session" that re-enforces key principles and learning points at a location TBD off of the Quinebaug Valley Community College campus. The expectation is that business leaders will be better prepared to align their teams around key scorecard metrics and desired business behaviors.

Instructors should be dynamic and utilize multiple teaching styles/venues. The audience for the Summit will be CEO's, business leaders and organizational executives who attend as a "team". Advertising and marketing for the Summits will be done by the College, and the fee is yet to be determined.

SCOPE:

- Term of contract: September 1, 2014-May 31, 2016
- Leadership Summit(s) dates will be determined by Quinebaug Valley Community College
- Focused on making local businesses and organizations more capable & competitive through improved leadership and team building
- Includes experiential and classroom portions
- The selected vendor is responsible for all training aids and materials
- Targeted audience is 25 – 40 attendees (multiple business teams)

In order to be selected, vendors need to cite previous experience and provide client testimony. Samples of client feedback should be included in letters of application, as well as a detailed curriculum/agenda. Training must occur on the dates negotiated by Quinebaug Valley Community College and the selected vendor.

Questions may be submitted via e-mail to Debra Guntner at dguntner@qvcc.edu by 2:00 p.m. on Monday, July 28, 2014 and responses will be posted on the DAS procurement web site, http://www.biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2 as an addendum to this bid on Wednesday, July 30, 2013

Quinebaug Valley Community College reserves the right to reject in whole, or in part, any or all proposals submitted

The lead contact for Quinebaug Valley Community College on this project is Robert Tetreault, Coordinator for Business & Industry Services.

The attached forms are required. They must be completed by all perspective vendors and included in the proposal at the time of submission.

The selected vendor must agree to enter into an Agreement with Quinebaug Valley Community College before any work can begin.

NO ADDITIONAL AGREEMENTS WILL BE ALLOWED. AGENCY PERSONNEL MUST NOT SIGN ANY AGREEMENTS FROM THE CONTRACTOR.

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Faxed or Emailed proposals will not be accepted.

1. Proposals must be delivered in time to be received and date stamped by the College no later than the designated RFP due date and time.
2. Hand delivered proposals must be delivered to Debra Guntner, Business Office, 742 Upper Maple Street, Danielson, CT 06239.
3. **Late Proposals are not accepted under any circumstances. Allow ample time if mailing in your Proposal.**

Payment

Payment to the vendor will be via State of Connecticut check after a vendor invoice is submitted to the college when the job is completed. In the event that the awarded vendor moves or updates telephone numbers, address, etc., it is the responsibility of the vendor to advise Quinebaug Valley Community College of such changes in writing. Quinebaug Valley Community College will not be held responsible for payments that are delayed due to additional routing caused by the lack of notification on the vendor's part.

SUBMITTAL OF PROPOSAL

Required information must arrive no later than **Tuesday, August 5, 2014 at 1:00 p.m.** to:

Quinebaug Valley Community College
742 Upper Maple Street
Danielson, CT 06239
Attention: Debra Guntner

Telephone: (860) 932-4023
E-mail: dguntner@qvcc.edu



STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION – Representation
By Entity
For Contracts Valued at Less Than \$50,000

Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at less than **\$50,000** for each year of the contract. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

REPRESENTATION OF AN ENTITY:

I, _____ , _____ , of _____ ,
Authorized Signatory Title Name of Entity

an entity duly formed and existing under the laws of _____ ,
Name of State or Commonwealth

represent that I am authorized to execute and deliver this representation on behalf of

_____ and that _____
Name of Entity Name of Entity

has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

Authorized Signatory Date

Printed Name



STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION – Representation
By Individual
For All Contract Types Regardless of Value

Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:

For use by an individual who is not an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut, regardless of contract value. Submit to the awarding State agency prior to contract execution.

REPRESENTATION OF AN INDIVIDUAL:

I, _____, of _____, ,
Signatory Business Address

represent that I will comply with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1)and 4a-60a(a)(1), as amended.

Signatory

Date

Printed Name

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

REQUEST FOR QUOTATION

STO-93 STATE OF CONNECTICUT

INSTRUCTIONS

Please quote us your prices on the commodities/services listed below. All prices must be F.O.B. Destination and you must show Unit Price, Amount and Total or bid may be rejected.

Since the State of Connecticut is exempt from the payment of Federal Excise Taxes and the Connecticut Sales Tax, do not include such taxes.

The undersigned bidder affirms and declares:
That this quotation is executed and signed by said bidder with full knowledge and acceptance of the provisions of Form SP-7A of current issue and in effect on the date of bid issue. Form SP-7A, entitled Standards Bid and Contract Terms and Conditions, together with the Commodity Specifications, Proposal Schedule, and Special Bid and Contract Terms and Conditions are made a part of this request for quotation.

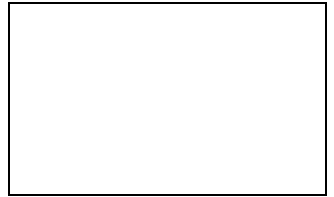
ISSUED BY (Agency) Quinebaug Valley Community College	AGENCY NUMBER 7712	(RETURN BID ATTENTION OF) Debra Guntner	BID NO. AND OR REQUISITION NO. QVCC-CE-71714
AGENCY ADDRESS 742 Upper Maple Street, Danielson, CT 06239			DATE ISSUED 07/18/2014
SHIP PREPAID TO (ABOVE AGENCY AT ADDRESS SHOWN) (UNLESS OTHER ADDRESS IS ENTERED HERE)			DATE AND TIME PROPOSAL REQUIRED Tuesday, Aug 5, 2014 @ 1:00 pm
SIGNED (For Agency)	TITLE Fiscal Administrative Officer	TELEPHONE NO. & EXTENSION (860) 932-4023	DATE MATERIAL REQUIRED 09/01/2014

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	To be completed by bidder
				Unit Price/Amount
	Leadership Summits September 1, 2014-May 31, 2016 to included experiential learning and classroom portions. Cost Per Session Training Aids and Material Cost Per Attendee RETURN PROPOSAL TO: DEBRA GUNTNER AT THE ABOVE ADDRESS E-MAIL: DGUNTNER@QVCC.COMMNET.EDU PHONE #: (860) 932-4023 FAX #: (860) 932-4303			

To be completed by bidder	QUOTATION NO./ DATE SUBMITTED	DELIVERY AS REQ'D. ABOVE (Unless noted here)			TOTAL
	SIGNED	TITLE	TELEPHONE NO. AND EXTENSION	CASH DISCOUNT % DAYS	PAYMENT TERMS NET 45 DAYS
	VENDOR FEIN/SSN	ARE YOU INCORPORATED YES NO	PURCHASE ORDER ADDRESS (If different from bidder's address above)		

STATE OF CONNECTICUT

STATEMENT OF QUALIFICATIONS



THIS FORM WILL BE USED AS AN AID IN ASSESSING QUALIFICATIONS. ATTACH ADDITIONAL SHEETS IF NECESSARY.

COMPANY NAME: _____
&
ADDRESS: _____

NUMBER OF YEARS COMPANY HAS BEEN ENGAGED IN BUSINESS UNDER THIS NAME: _____ YEARS

LIST OTHER NAMES YOUR COMPANY DOES BUSINESS AS: _____

LIST PREVIOUS COMPANY NAME (S): _____

IF APPLICABLE, LIST ANY CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS **THAT YOU ACTUALLY PERFORMED SERVICE AGAINST.** INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NUMBER AND NAME, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT.

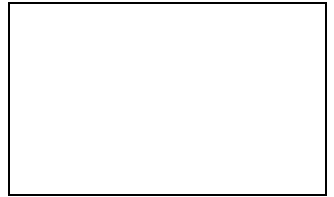
<u>CONTRACT No.</u>	<u>CONTRACT NAME</u>	<u>STATE AGENCY</u>	<u>PURCHASING AGENT</u>	<u>TEL. No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IF APPLICABLE, LIST ANY OTHER CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS **THAT YOUR COMPANY DID NOT PERFORM ANY SERVICE AGAINST.** INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NUMBER AND NAME, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT.

<u>CONTRACT No.</u>	<u>CONTRACT NAME</u>	<u>STATE AGENCY</u>	<u>PURCHASING AGENT</u>	<u>TEL. No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

STATE OF CONNECTICUT

STATEMENT OF QUALIFICATIONS



COMPANY NAME: _____

REFERENCES:

LIST AT LEAST THREE COMPLETED PROJECTS SIMILAR IN NATURE TO THIS SOLICITATION WHICH DEMONSTRATES YOUR COMPANY'S ABILITY TO PERFORM THE REQUIRED SERVICES.

	<u>COMPANY NAME AND ADDRESS</u>	<u>CONTACT PERSON NAME AND TELEPHONE NO.:</u>	<u>DOLLAR VALUE:</u>
1.	_____	_____	_____
	_____	_____	

DETAILED CONTRACT/PROJECT DESCRIPTION: _____

(Attach additional sheets if necessary)

	<u>COMPANY NAME AND ADDRESS</u>	<u>CONTACT PERSON NAME AND TELEPHONE NO.:</u>	<u>DOLLAR VALUE:</u>
2.	_____	_____	_____
	_____	_____	

DETAILED CONTRACT/PROJECT DESCRIPTION: _____

(Attach additional sheets if necessary)

	<u>COMPANY NAME AND ADDRESS</u>	<u>CONTACT PERSON NAME AND TELEPHONE NO.:</u>	<u>DOLLAR VALUE:</u>
3.	_____	_____	_____
	_____	_____	

DETAILED CONTRACT/PROJECT DESCRIPTION: _____

(Attach additional sheets if necessary)

STATE OF CONNECTICUT
STATEMENT OF QUALIFICATIONS



COMPANY NAME: _____

COMPANY VALUE: EQUIPMENT ASSETS: _____ TOTAL ASSETS: _____

LIST OF EQUIPMENT TO BE USED FOR THIS SERVICE, IF APPLICABLE (Attached additional sheets if necessary):
(I.e. MODEL, YEAR & MANUFACTURER AND/OR AS SPECIFIED IN SOLICITATION DOCUMENTS, IF APPLICABLE).

LIST ANY RELEVANT CERTIFICATIONS, LICENSES, REGISTRATIONS, ETC. WHICH QUALIFIES YOUR COMPANY TO MEET THE REQUIREMENTS OF THIS SOLICITATION, IF APPLICABLE.

SEEC FORM 12

CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

Rev. 1/11

Page 1 of 3



Notice to Legislative Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations

Acknowledgement of Receipt of Explanation of Prohibitions for Incorporation in Contracting and Bidding Documents

This notice is provided under the authority of Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined on the reverse side of this page).

CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract or state contract solicitation* with or from a the General Assembly shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of state senator or state representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from the General Assembly, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor or principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office state senator or state representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

PENALTIES FOR VIOLATIONS

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties—Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may resulting the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

SEEC FORM 12

CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

Rev. 1/11

Page 2 of 3



DEFINITIONS

“State contractor” means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. “State contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Prospective state contractor” means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. “Prospective state contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a state contractor or prospective state contractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

“State contract” means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. “State contract” does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

“State contract solicitation” means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

“Managerial or discretionary responsibilities with respect to a state contract” means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

“Dependent child” means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

“Solicit” means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

“Subcontractor” means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. “Subcontractor” does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a subcontractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

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CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

Rev. 1/11

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ACKNOWLEDGEMENT OF RECEIPT

SIGNATURE

DATE (mm/dd/yyyy)

NAME OF SIGNER

First Name	MI	Last Name	Suffix

TITLE

COMPANY NAME

Additional information may be found on the website of the State Elections Enforcement Commission,

www.ct.gov/seec

Click on the link to "Lobbyist/Contractor Limitations"