

Charter Oak State College (COSC) is seeking proposals for an assessment, analysis, and recommendations to enhance financial aid services. This is a Request for Proposals **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.

**Overview:**

Charter Oak State College, which is a state institution governed by the CT Board of Regents, awarded more than \$8 million dollars in financial aid during FY 14. Almost 6 million of the awards were for subsidized and unsubsidized federal student loans. Also in FY 14, the office received 2,935 FAFSA applications; offered awards to 1,236 students; and 960 students accepted their financial aid awards. Since 2012, the total awarded financial aid has grown 11% at the end of FY 14.

The office is staffed by a director, an assistant director, 2 financial aid counselors, and a part-time clerical support person.

**Scope of Services:**

Charter Oak State College seeks an assessment and analysis of its financial aid services. The goal would be more efficient and effective service to students and staff. The college currently uses Jenzabar EX and PowerFaid for packaging.

A review and recommendations are sought in the following areas:

1. The effectiveness and efficiency of the use of Jenzabar and PowerFaid pertaining to financial aid processing
2. An office workflow analysis of the financial aid processing approach
3. Assessment of policy and procedures
4. Staffing level assessment based on current volume of the operation
5. Compliance with federal regulations
6. Recommendations regarding items 1-3 along with any other suggestions that may enhance efficiency and effectiveness

**Selection Criteria**

RFQ responses will be evaluated by a committee. Major criteria for selection will be:

- Cost (30%)
- Experience performing similar staffing projects in financial aid offices (20%)
- Quality and thoroughness of the assessment and analysis proposal (50%)

## **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, if applicable. 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

## **RFP Response Requirements**

1. Please provide at least a three year history of providing assessment and analysis services for financial aid operations
2. Please include 3 references from financial aid officials or directors that can be contacted regarding past assessments and analysis
3. Outline process that will be used to perform the assessment and analysis of the financial aid operations. Please provide pricing for items 1-6 of the scope of services. Additional items may be added with a separate cost for these other items.
4. Indicate project cost for the services. Also identify any transportation, lodging, or per diem costs separately

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 (4) copies of complete proposal** shall be submitted prior to **4:30 pm E.S.T. on Friday, March 13<sup>th</sup>** and should be sent to the attention of:

Mr. Michael Williams  
**Re: COSC-021015**  
Charter Oak State College  
85 Alumni Road  
Newington, CT 06111-1802

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

## **GENERAL 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.

## **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 documents and 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 Contract Compliance Monitoring Report

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

## **AFFIRMATIVE ACTION 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

**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.

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**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.

<p><b>MANAGEMENT:</b> 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.</p> <p><b>BUSINESS AND FINANCIAL OPERATIONS:</b> 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.</p> <p><b>COMPUTER SPECIALISTS:</b> 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</p> <p><b>ARCHITECTURE AND ENGINEERING:</b> 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.</p> <p><b>OFFICE AND ADMINISTRATIVE SUPPORT:</b> 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.</p>	<p><b>BUILDING AND GROUNDS CLEANING AND MAINTENANCE:</b> 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.</p> <p><b>CONSTRUCTION AND EXTRACTION:</b> 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.</p> <p><b>INSTALLATION, MAINTENANCE AND REPAIR:</b> 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.</p> <p><b>MATERIAL MOVING WORKERS:</b> 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.</p>
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3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)

<p><u>White</u> (not of Hispanic Origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u> (not of Hispanic Origin) - All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- 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.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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# 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__
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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)				2. Check (X) any of the below listed requirements that you use as a hiring qualification (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination	
SOURCE	YES	NO	% of applicants provided by source				
State Employment Service				Work Experience			
Private Employment Agencies				Ability to Speak or Write English			
Schools and Colleges				Written Tests			
Newspaper Advertisement				High School Diploma			
Walk Ins				College Degree			
Present Employees				Union Membership			
Labor Organizations				Personal Recommendation			
Minority/Community Organizations				Height or Weight			
Others (please identify)				Car Ownership			
				Arrest Record			
				Wage Garnishments			

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)
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## **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 17<sup>th</sup>, 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 supplier 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, supplier 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 supplier 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 supplier 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, supplier 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 supplier 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-021015**

Project Title: **Financial Aid Services Enhancement**

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: February 17, 2015

Date received?        /        /

Do you plan to submit a proposal?    Yes    No

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Print or type the following information:

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

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

**ATTN: BID COSC-021015 Financial Aid Services Enhancement**

**A cover sheet is NOT necessary.**

**IMPORTANT: DO NOT FAX BIDS.**

**BIDS MUST BE SUBMITTED IN A SEALED PACKAGE**