

SUBMISSION REQUIREMENTS:

All proposals must follow the required format (below) and address all requirements listed in the prescribed order, using the prescribed numbering system. Failure to follow the required format may result in the disqualification of a proposal.

1. Contact Information

Provide the information requested below:

- A. Name of Proposer
- B. Business Location
- C. Mailing Address
- D. Telephone Number
- E. E-mail Address
- F. Federal Employer ID Number / Social Security Number

2. Proposer's Representatives

The Proposer must designate an authorized representative and one alternate who may speak and act on behalf of the Proposer in all dealings with the agency, if necessary. Provide the following information for each individual.

- A. Name
- B. Telephone Numbers
- C. Normal Hours of Work

3. Individual or Organizational Profile

A. Qualifications

Describe how your experience, education and training, or special knowledge, skills or abilities qualify your firm for this Request For Proposal. Include experience in providing Evaluations to the National Highway Traffic Safety Administration Programs. The Proposer shall be actively engaged in the type of work herein specified, having two (2) years experience in similar projects.

B. Organization Chart

If the Proposer is a firm or corporation, provide a diagram showing the hierarchical structure of functions and positions within the organization that will be dedicated to the project.

C. Legal Status

If the Proposer is a firm or corporation, describe the organization's legal status (e.g., sole proprietorship, partnership, limited partnership, corporation, subchapter S corporation). Report where (in which states) the organization is registered to do

business and whether it is nonprofit or profit making. Please note the Proposers must be registered in the State of Connecticut.

D. Financial Condition

If the Proposer is a firm or corporation, include the previous year's annual financial statements prepared by an independent Certified Public Accountant (CPA), and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA). If a Proposer has been in business for less than two years, such Proposer must include any financial statements prepared by a CPA, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA) for the entire existence of such firm or corporation.

E. References

Include three letters of reference from recent clients. Provide the following information for each reference: name, title, company address, and phone number.

4. Outline of Work

A. Work Plan

Provide a detailed, task-oriented breakdown for each activity in the Outline of Work.

B. Methodologies

Describe how each activity (task) will be accomplished, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes.

C. Deliverables

List and describe the form and content of each deliverable (outcome).

D. Schedule

Include a proposed work schedule, by activity, indicating when each activity will be accomplished. Identify any significant milestones or deadlines. Include due dates for all deliverables, as required under NHTSA guidelines.

5. Personnel Resources

A. Staffing Plan

Identify the personnel resources that will be assigned to each activity delineated in the work plan (above). State the proportion of time that personnel will allocate to each task of the project.

B. Key Personnel

Identify the key personnel that will be assigned to this project. Attach resumes reflecting their qualifications, including related work experience.

C. Contract Compliance Requirements

Provide evidence of the Proposer’s ability to meet the contract compliance requirements for one or more of the following factors: (1) success in implementing an affirmative action plan; (2) success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17, inclusive, of the Regulations of Connecticut State Agencies; (3) promise to develop and implement a successful affirmative action plan; (4) submission of EEO-1 data indicating that the composition of the Proposer’s workforce is at or near parity in the relevant labor market area; or (5) promise to set aside a portion of the contract for legitimate minority business enterprises.

6. Proposed Cost- (Include all costs)

Include a cost proposal using the required format (below). Proposers must submit an all-inclusive fixed cost to provide “billing and receivables services”. The cost proposal must be prepared on one sheet of 8.5”x11” white paper. The Proposer’s contact information must be printed at the top of the proposal. The original cost proposal and five duplicate copies must be placed in an 8.5”x11” envelope and sealed. The Proposer’s contact information must be printed on the envelope.

Deliverable/Tasks FY2016	Quarterly Fixed Cost
	\$
	\$
	\$
	\$
	\$ Total Annual Cost

Deliverable/Tasks FY2017	Quarterly Fixed Cost
	\$
	\$
	\$
	\$

	\$ Total Annual Cost
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Deliverable/Tasks FY2018	Quarterly Fixed Cost
	\$
	\$
	\$
	\$
	\$ Total Annual Cost

7. Conflict of Interest

Include a disclosure statement concerning any current business relationships (within the last 3 years) that may pose a conflict of interest, as defined by C.G.S. Sections 1-85.

8. Affidavit Concerning Gifts and Campaign Contributions (Forms Attached)

Include signed affidavits attesting to whether or not during the two-year period preceding the submission of the proposal, neither you nor any principals or key personnel of your firm or corporation who will participate directly, extensively and substantially in the preparation of this bid or proposal, nor any agent of the above gave a contribution to a candidate for statewide public office or the General Assembly, as defined in C.G.S. Section 9-333b.

If any contributions were given, provide the name of the recipient, a description of the contribution, and the amount/value and date of the contribution. Go to http://www.opm.state.ct.us/policies.htm#Office_Secretary for the most current information about the affidavits.

9. Affirmations Concerning Contract and Conditions

Include a statement that the Proposer has read and accepts the RFP's conditions, and the State's contract compliance requirements in their entirety and without amendment.

NOTE: THE DEPARTMENT OF TRANSPORTATION WILL REJECT PROPOSALS, WHICH ARE SUBSTANTIALLY INCOMPLETE, AND WILL NOT ALLOW THE SUBMISSION OF ANY ADDITIONAL WRITTEN INFORMATION AFTER THE RFP DEADLINE.

THE DEPARTMENT OF TRANSPORTATION RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.