

## PROCUREMENT NOTICE

### **Department of Housing Study of Accessible and Affordable Housing Request for Proposals**

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The State of Connecticut, Department of Housing (the Department) is seeking proposals from eligible contractors to complete a study of accessible and affordable housing, identifying where such housing exists, in comparison to where the need for such housing is greatest, both presently and in the foreseeable future, based on detailed current housing and demographic disability data, as well as data driven projections of future accessible and affordable housing needs. The intention of the study is to produce a “road map” for the future, identifying both where resources exist today, in comparison to existing need, while projecting where resources are needed. The geographic area includes the entire State of Connecticut.

The State of Connecticut is committed to affirmatively furthering fair housing. The creation of the Department of Housing (“DOH”) as the state’s lead agency for all matters related to housing has enabled the state to more effectively create and preserve quality affordable housing throughout the state, connecting individuals and families to social services, educational and job opportunities, health care, shopping and recreational amenities.

The RFP is available in electronic format on the State Contracting Portal at [http://www.biznet.ct.gov/SCP\\_Search/Default.aspx?AccLast=2](http://www.biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2) or from the Department’s Official Contact:

Name: Michael Santoro, CD Specialist, Policy, Research and Housing Support,  
Department of Housing  
Address: 505 Hudson Street, Hartford, CT 06106  
Phone: 860-270-8171  
E-Mail: Michael.Santoro@ct.gov

The RFP is also available on the Department’s website at <http://www.ct.gov/doh/site/default.asp>. A printed copy of the RFP can be obtained from the Official Contact upon request. Deadline for submission of proposals is Thursday, April 1, 2020 at 3:00 PM.

## TABLE OF CONTENTS

	Page
Procurement Notice .....	1
Section I — GENERAL INFORMATION . . . . .	3
A. Introduction . . . . .	3
B. Abbreviations / Acronyms / Definitions . . . . .	3
C. Instructions . . . . .	4
D. Proposal Format . . . . .	8
E. Evaluation of Proposals . . . . .	9
Section II — MANDATORY PROVISIONS . . . . .	12
A. POS Standard Contract, Parts I and II . . . . .	12
B. Assurances . . . . .	12
C. Terms and Conditions . . . . .	13
D. Rights Reserved to the State . . . . .	14
E. Statutory and Regulatory Compliance . . . . .	15
Section III — PROGRAM INFORMATION .....	18
A. Department Overview . . . . .	18
B. Program Overview . . . . .	18
C. Main Proposal Components . . . . .	19
D. Cost Proposal Components . . . . .	22
Section IV — PROPOSAL OUTLINE. . . . .	24
Cover Sheet	
Table of Contents	
A. Main Proposal. . . . .	24
B. Cost Proposal . . . . .	24
C. Appendices . . . . .	24

## I. GENERAL INFORMATION

### A. INTRODUCTION

- 1. RFP Name and Number.** Department of Housing Study of Accessible and Affordable Housing for the State of Connecticut - 20DOH202PSA01
- 2. Summary.** The State of Connecticut, Department of Housing (“DOH”), is seeking proposals from eligible contractors to complete a study of accessible and affordable housing, identifying where such housing exists, in comparison to where the need for such housing is greatest, both presently and in the foreseeable future, based on detailed current housing and demographic disability data, as well as data driven projections of future accessible and affordable housing needs.
- 3. Synopsis (Optional).** The State of Connecticut is committed to affirmatively furthering fair housing. The creation of the Department of Housing (“DOH”) as the state’s lead agency for all matters related to housing has enable the state to more effectively create and preserve quality affordable housing throughout the state, connecting individuals and families to social services, educational and job opportunities, health care, shopping and recreational amenities.

### B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

“Commission” means the Commission on Human Rights and Opportunities.
“Contract” and “contract” include any extension or modification of the Contract or contract.
“Contractor and “contractor” include any successors or assigns of the Contractor or contractor.
“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 and improper purpose.
“good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations.
“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.

“marital status” means being single, married as recognized by the State of Connecticut, widowed, separated or divorced.
“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.
“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.
“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.

- *contractor*: a provider organization that enters into a POS contract with the Department as a result of this RFP
- *respondent*: a nonprofit provider organization that has submitted a proposal to the Department in response to this RFP
- *prospective respondent*: a provider organization that may submit a proposal to the Department in response to this RFP, but has not yet done so
- *subcontractor*: an individual (other than an employee of the contractor) or business entity hired by a contractor to provide a specific service as part of a POS contract with the Department as a result of this RFP

## C. INSTRUCTIONS

1. **Official Contact.** The individual below is the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Department employee(s) (including appointed officials) or personnel under contract to the Department about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Michael Santoro, CD specialist, Policy, Research and Housing Support,  
Department of Housing  
Address: 505 Hudson Street, Hartford, CT 06106  
Phone: 860-270-8171  
E-Mail: [Michael.Santoro@ct.gov](mailto:Michael.Santoro@ct.gov)

Please ensure that e-mail screening software accepts e-mails from the Official Contact.

- 2. RFP Information.** The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- Department's Web Page  
<http://www.ct.gov/doh/site/default.asp>
- State Contracting Portal  
[http://www.biznet.ct.gov/SCP\\_Search/Default.aspx?AccLast=2](http://www.biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2)

It is strongly recommended that any proposer or prospective proposer interested in this procurement subscribe to receive e-mail alerts from the State Contracting Portal.

Subscribers will receive a daily e-mail announcing procurements and addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

Printed copies of all documents are also available from the Official Contact upon request.

- 3. Contract Offers.** The offer of the right to negotiate any contract pursuant to this RFP is dependent upon the availability of funding to the Department. The Department anticipates the following:

- Total Funding Available: DSS agrees to pay for services under this contract at an amount not to exceed \$ 500,000.00
- Number of Offers: Up to four (4)
- Contract Term: May 1, 2020 – December 31, 2020

The Department may select as few as one successful proposal or as many as four (4) proposals dependent upon the evaluation process and the funding requested. Not necessarily all eligible Contractors will be funded.

- 4. Eligibility.** Private provider organizations (defined as non-state entities) with principal place of business in Connecticut are eligible to submit proposals in response to this RFP. Individuals who are not a duly formed business entity are ineligible to participate in this procurement.
- 5. Minimum Qualifications of Respondents.** To be considered for the right to negotiate a contract, a respondent must have demonstrated experience and expertise in housing and demographic disability data, to perform data gathering and analysis to inform the efforts of the Connecticut Department of Social Services ("DSS") and DOH with respect to the Money Follows the Person Program, DSS rebalancing efforts and the expansion of affordable housing statewide. The geographic area includes the entire State of Connecticut. Demonstration of abilities will occur in the proposal and must include, but not be limited to the following:
- a. Demonstrated experience and expertise in housing and demographic disability data, to perform data gathering and analysis to inform current and future housing needs – Provide an overview of the respondent and the

qualifications of staff providing the proposed scope of services relative to the Scope of Work described in this document. Identify the intended engagement of any subcontractors should the RFP be awarded. Identify similar services provided by the respondent and its subcontractors, if any, and describe how that experience directly increases the capacity of the respondent to undertake the Scope of Work described within this document. Provide a summary of key strengths and qualifications of the respondent, or any subcontractors, and your ability to provide the Scope of Work described in this document;

- b. Program Plan –Provide a detailed narrative description of the specific data gathering/analysis effort to be performed. The narrative should address all of the scope of services identified in the Scope of Work described in this document;
- c. Timeliness to Initiate Data Gathering and Analysis – Provide a project plan with timelines showing when the respondent can begin providing each of the services identified in the proposed Scope of Work;
- d. Budget – Provide a standard budget detailing the cost of services for each section of the Scope of Work. The budget should identify the specific types of data gathering efforts and analysis;
- e. Minority/Women Owned Business – DOH encourages all entities to make a good faith effort to hire and /or utilize veterans, minority- and women-owned businesses.

The Department reserves the right to reject the submission of any respondent that is in default of any current or prior contract.

- 6. Procurement Schedule.** See below. Dates after the due date for proposals (“Proposals Due”) are target dates only (\*). The Department may amend the schedule, as needed. Any change will be made by means of an addendum to this RFP and will be posted on the State Contracting Portal, ACT’s web site, and the Department’s RFP Web Page.

- RFP Released: March 13, 2020
- Deadline for Questions: March 18, 2020
- Answers Released: March 25, 2020
- Proposals Due: April 1, 2020 at 3pm
- (\*) Start of Contract: May 1, 2020

- 7. Letter of Intent.** A Letter of Intent (LOI) is not required by this RFP.

- 8. Inquiry Procedures.** All questions regarding this RFP or the Department’s procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline will be answered. However, DOH will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, DOH may or may not respond to questions received after the deadline. DOH may combine similar questions and give only one answer. All questions and answers will be compiled into a written addendum to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the addendum and duly noted as such. The answers to the questions will be released on the date established in the Procurement Schedule. Any and all amendments or addenda to this RFP will be published on the State Contracting Portal, on ACT’s website, and on the Department’s RFP Web Page.

- 9. Proposal Due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time:

- Due Date: April 1, 2020
- Time: 3:00 p.m. Eastern Time

Faxed or e-mailed proposals will not be evaluated. DOH shall not accept a postmark date as the basis for meeting the proposal due date and time. Respondents should not interpret or otherwise construe receipt of a proposal after the due date and time as acceptance of the proposal, since the actual receipt of the proposal is a clerical function. DOH suggests the respondent use certified or registered mail, or a delivery service such as United Parcel Service (UPS) to deliver the proposal when the respondent is unable to deliver the proposal by courier or in person. When hand-delivering proposals, respondents should allow extra time to comply with building security procedures.

Proposals shall not be considered received by DOH until they are in the hands of the Official Contact or another representative of DOH designated by the Official Contact. At the discretion of DOH, late proposals may be destroyed or retained for pick-up by the submitters.

An acceptable submission must include the following:

- one (1) original proposal; and
- five (5) conforming electronic copies of the original proposal on a flash drive clearly labeled with the Legal Name of the respondent and the RFP Name:  
**Department of Housing Study of Accessible and Affordable Housing for the State of Connecticut – 20DOH202PSA01**

The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned proposals will not be evaluated. The original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Evaluation Team. **The electronic copy of the proposal must be compatible with Microsoft Office Word except for the Budget, which may be compatible with Microsoft Office Excel.** For the electronic copy, only the required Appendices and Forms identified in Section IV may be scanned and submitted in Portable Document Format (PDF) or similar file format.

- 10. Multiple Proposals.** The submission of multiple proposals is not an option with this procurement.

- 11. Declaration of Confidential Information.** Respondents are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a respondent deems that certain information required by this RFP is confidential, the respondent must label such information as CONFIDENTIAL. In Section C of the proposal submission, the respondent must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the respondent must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must

be stated in terms of (a) the prospective harm to the competitive position of the respondent that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

- 12. Conflict of Interest - Disclosure Statement.** Respondents must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the respondent and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a respondent tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Department will determine whether any disclosed conflict of interest poses a substantial advantage to the respondent over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a respondent must affirm such in the disclosure statement: *"[name of respondent] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

#### **D. PROPOSAL FORMAT**

- 1. Required Outline.** All proposals must follow the required outline presented in Section IV. Proposal Outline. Proposals that fail to follow the required outline will be deemed, at the discretion of DOH, non-responsive and not evaluated.
- 2. Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Respondents must complete and use the Cover Sheet form that is Form C
- 3. Table of Contents.** All proposals must include a Table of Contents that conforms to the required proposal outline. (See Section IV.)
- 4. Executive Summary.** Proposals must include a high-level summary, not exceeding one double-sided page (two pages total), of the main proposal and cost proposal. The Executive Summary shall include: a) the respondent's demonstrated experience and expertise in housing data to perform data gathering and analysis; b) the respondent's detailed narrative description of the specific data gathering/analysis effort to be performed; c) the respondent's timeline showing when the respondent can begin providing each of the services identified in the proposed Scope of Work; d) the respondents budget detailing the cost of services for each section of the Scope of Work; and e) the respondent's good faith effort to hire and/or utilize veterans, minority- and women-owned businesses.
- 5. Attachments.** Attachments other than the required Appendices and Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices and Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.



6. **Style Requirements.** The original proposal and each of the five (5) conforming electronic copies must conform to the following specifications:

Binding Type: The original and on each electronic copy: Loose leaf binders with the Legal Name of the respondent and the RFP Name appearing on the outside front cover of binder: **Department of Housing Study of Affordable Housing for the State of Connecticut – 20DOH202PSA01**

Dividers: The original: A tab sheet keyed to the table of contents must separate each subsection of the proposal; the title of each subsection must appear on the tab sheet

Paper Size: 8½" x 11", portrait orientation

Page Limit: No more than 10 double-sided consecutively numbered pages (20 pages total) excluding all required Appendices and Forms

Print Style: 2-sided

Font Size: Minimum 11 point

Font Type: Arial or Tahoma

Margins: The binding edge margin of all narrative pages (not forms or Appendices) shall be a minimum of one and one half inches (1½"); all other margins shall be one inch 1".

Line Spacing: Single-spaced

7. **Pagination.** The respondent's name must be displayed in the header of each page. All pages, from the Cover Sheet through the required Appendices and Forms, must be numbered consecutively in the footer.

8. **Packaging and Labeling Requirements.** All proposals must be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the respondent must appear in the upper left corner of the envelope or package. The RFP Name must be clearly displayed on the envelope or package: **Department of Housing Study of Accessible and Affordable Housing for the State of Connecticut.** Any received proposal that does not conform to these packaging and labeling instructions will be opened as general mail. Such a proposal may be accepted by DOH as a clerical function, but it will not be evaluated. At the discretion of DOH, such a proposal may be destroyed or retained for pick-up by the submitters.

## E. EVALUATION OF PROPOSALS

- **Evaluation Process.** It is the intent of DOH to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful respondents, and offering the right to negotiate contracts, the Department will conform to its written procedures for POS procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85).
- **Evaluation Team.** The Department will designate an Evaluation Team to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Evaluation Team. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any respondent (or representative of any respondent) to contact or influence any member of the Evaluation Team may result in disqualification of the respondent.

- **Minimum Submission Requirements.** All proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must (a) be received on or before the due date and time; (b) meet the Proposal Format requirements; (c) follow the required Proposal Outline; and (d) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. DOH will reject any proposal that deviates significantly from the requirements of this RFP.
- **Evaluation Criteria.** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Team will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighted according to their relative importance.
  - Experience
  - Program Plan
  - Timeliness
  - Budget
  - Minority/Women Owned Business

Note:

As part of its evaluation of the Staffing Requirements, the Evaluation Team will consider the respondent's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

- **Respondent Selection.** Upon completing its evaluation of proposals, the Evaluation Team will submit the rankings of all proposals to the Department head. The final selection of a successful respondent is at the discretion of the Department head. Any respondent selected will be so notified and offered an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Successful respondents will not be allowed to negotiate for either a higher amount of total funds or a higher percentage for administrative/indirect costs than those submitted in their proposals. All unsuccessful respondents will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and respondent selection process.
- **Debriefing.** After receiving notification from the Department, any respondent may contact the Official Contact and request a Debriefing of the procurement process and its proposal. If respondents still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Department to discuss the procurement process. The Department shall schedule and conduct Debriefing meetings that have been properly requested, within fifteen (15) days of the Department's receipt of a request. The Debriefing meeting must not include or allow any comparisons of any proposals with other proposals, nor should the identity of the evaluators be released. The Debriefing process shall not be used to change, alter, or modify the outcome of a competitive procurement. More detailed information about requesting a Debriefing may be obtained from the Official Contact.

- **Appeal Process.** Any time after the submission due date, but **not later than thirty (30) days** after the Department notifies respondents about the outcome of a competitive procurement, respondents may submit an Appeal to the Department. The e-mail sent date or the postmark date on the notification envelope will be considered “day one” of the thirty (30) days. Respondents may appeal any aspect of the Department’s competitive procurement; however, such Appeal must be in writing and must set forth facts or evidence in sufficient and convincing detail for the Department to determine whether during any aspect of the competitive procurement there was a failure to comply with the State’s statutes, regulations, or standards concerning competitive procurement or the provisions of the RFP. Any such Appeal must be submitted to the Agency Head with a copy to the Contract Administrator. The respondent must include the basis for the Appeal and the remedy requested. The filing of an Appeal shall not be deemed sufficient reason for the Department to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an Appeal may be obtained from the Official Contact.
- **Contest of Procurement or Offer.** Pursuant to Section 4e-36 of the Connecticut General Statutes, “Any bidder or proposer on a state contract may contest the solicitation or award of a contract to a subcommittee of the State Contracting Standards Board...” More detailed information is available on the State Contracting Standards Board web site at <http://www.ct.gov/scsb/site/default.asp>.
- **Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Department’s contracting procedures, which may include approval by the Office of the Attorney General.

## II. MANDATORY PROVISIONS

### A. POS STANDARD CONTRACT, PARTS I AND II

*By submitting a proposal in response to this RFP, the respondent implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract" for PSA:*

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, quality assurance, reports, terms of payment, budget, and other program-specific provisions of any resulting PSA contract. A sample of Part I is available from the Department's Official Contact upon request.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the PSA contract. Part II is available on OPM's website at: [OPM: OPM PSA Standards](#).

Note:

Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g) (2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations. If a respondent is offered an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of \$100,000 or more, the respondent must inform the respondent's principals of the contents of the SEEC notice.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected respondent (contractor), and, if required, the Attorney General's Office. Part II of the standard contract may be amended only in consultation with, and with the approval of, the Office of Policy and Management and the Attorney General's Office.

### B. ASSURANCES

*By submitting a proposal in response to this RFP, a respondent implicitly gives the following assurances:*

- 1. Collusion.** The respondent represents and warrants that it did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The respondent further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the respondent's proposal. The respondent also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The respondent certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Department may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the respondent, contractor, or its agents or employees.

3. **Competitors.** The respondent assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the respondent to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The respondent further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the respondent knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
4. **Validity of Proposal.** The respondent certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or addenda hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Department may include the proposal, by reference or otherwise, into any contract with the successful respondent.
5. **Press Releases.** The respondent agrees to obtain prior written consent and approval of the Department for press releases that relate in any manner to this RFP or any resultant contract.

#### C. TERMS AND CONDITIONS

*By submitting a proposal in response to this RFP, a respondent implicitly agrees to comply with the following terms and conditions:*

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
2. **Preparation Expenses.** Neither the State nor the Department shall assume any liability for expenses incurred by a respondent in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
3. **Exclusion of Taxes.** The Department is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Respondents are liable for any other applicable taxes.
4. **Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
5. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Department may request and authorize respondents to submit written clarification of their proposals, in a manner or format prescribed by the Department, and at the respondent's expense.

- 6. Supplemental Information.** Supplemental information will not be considered after the deadline for submission of proposals, unless specifically requested by the Department. The Department may ask a respondent to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Department. At its sole discretion, the Department may limit the number of respondents invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per respondent.
- 7. Presentation of Supporting Evidence.** If requested by the Department, a respondent must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Department may make onsite visits to an operational facility or facilities of a respondent to evaluate further the respondent's capability to perform the duties required by this RFP. At its discretion, the Department may also check or contact any reference provided by the respondent.
- 8. RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department or confer any rights on any respondent unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the respondent and the Department and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the respondent or for payment of services under the terms of the contract until the successful respondent is notified that the contract has been accepted and approved by the Department and, if required, by the Attorney General's Office.

#### **D. RIGHTS RESERVED TO THE STATE**

*By submitting a proposal in response to this RFP, a respondent implicitly accepts that the following rights are reserved to the State:*

- 1. Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Department.
- 2. Amending or Canceling RFP.** The Department reserves the right to amend or cancel this RFP on any date and at any time, if the Department deems it to be necessary, appropriate, or otherwise in the best interests of the State.
- 3. No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.
- 4. Offer and Rejection of Proposals.** The Department reserves the right to offer in part and/or to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department reserves the right to reject the proposal of any respondent who submits a proposal after the submission date and time.

5. **Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract offered as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.
6. **Contract Negotiation.** The Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more respondents for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from respondents. The Department may set parameters on any BFOs received.
7. **Clerical Errors in Offer.** The Department reserves the right to correct inaccurate offers resulting from its clerical errors. This may include, in extreme circumstances, revoking the offering of a contract already made to a respondent and subsequently offering the contract to another respondent. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial respondent is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the respondent.
8. **Key Personnel.** When the Department is the sole funder of a purchased service, the Department reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Department also reserves the right to approve replacements for key personnel who have terminated employment. The Department further reserves the right to require the removal and replacement of any of the respondent's key personnel who do not perform adequately, regardless of whether they were previously approved by the Department.

#### **E. STATUTORY AND REGULATORY COMPLIANCE**

*By submitting a proposal in response to this RFP, the respondent implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:*

1. **Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Respondents are generally advised not to include in their proposals any confidential information. If the respondent indicates that certain documentation, as required by this RFP in Section I.C.11 above, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The respondent has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a respondent may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its

employees believe(s) to be required pursuant to the FOIA or other requirements of law.

2. **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.
3. **Consulting Agreements, C.G.S. § 4a-81.** Proposals for State contracts with a value of 50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall require a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81.

The respondent may upload the Consulting Agreement Affidavit (OPM Ethics Form 5) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and the Department of Social Services will review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this RFP as a hyperlink.

IMPORTANT NOTE: A respondent must complete and submit OPM Ethics Form 5 by the due date and time for proposals in response to this RFP.

4. **Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If a respondent is offered an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the respondent must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The successful respondent may upload the Gift and Campaign Contributions Certification (OPM Ethics Form 1) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and the Department of Social Services will review said document online. [The DAS guide to uploading affidavits and nondiscrimination forms](#) is embedded in this RFP as a hyperlink.

IMPORTANT NOTE: The successful respondent must complete and submit OPM Ethics Form 1 prior to contract execution.

5. **Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a respondent is offered an opportunity to negotiate a contract, the respondent must



provide the Department with *written representation or documentation* that certifies the respondent complies with the State's nondiscrimination agreements and warranties. A nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The successful respondent may upload the Nondiscrimination Certification through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and the Department of Social Services will review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms](#) online is embedded in this RFP as a hyperlink.

IMPORTANT NOTE: The successful respondent must complete and submit the appropriate nondiscrimination certification form prior to contract execution.

### III. PROGRAM INFORMATION

#### A. DEPARTMENT OVERVIEW

##### Department Mission

A Connecticut where affordable housing, in strong, vibrant, and inclusive communities, is accessible to individuals and families across the state and homelessness is a thing of the past.

The Department of Housing strengthens and revitalizes communities by promoting affordable housing opportunities. The Department seeks to eliminate homelessness and to catalyze the creation and preservation of quality, affordable housing to meet the needs of all individuals and families statewide to ensure that Connecticut continues to be a great place to live and work.

The Department of Housing (DOH) works in concert with municipal leaders, public agencies, community groups, local housing authorities, and other housing developers in the planning and development of affordable homeownership and rental housing units, the preservation of existing multi-family housing developments, community revitalization and financial and other support for our most vulnerable residents through our funding and technical support programs. As the State's lead agency for all matters relating to housing, DOH provides leadership for all aspects of policy and planning relating to the development, redevelopment, preservation, maintenance and improvement of housing serving very low, low, and moderate income individuals and families. DOH is also responsible for overseeing compliance with applicable statutes, regulations and financial assistance agreements for funded activities through long-term program compliance monitoring.

#### B. PROGRAM OVERVIEW:

The overall goal of the housing and community development programs DOH administers is to develop viable communities by providing decent housing and a suitable living environment for low-and moderate-income persons. The primary means towards this end is to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing. The state works to preserve and increase the supply of quality affordable rental housing available to low- and moderate-income households and improve the ability of low-and moderate-income residents to access homeownership opportunities and, within available resources, assist distressed households in maintaining homeownership. While increasing the supply of low-and moderate income homes

available for ownership, the quality of the living environment can be improved by incorporating responsible development strategies such as mixed-use and transit-oriented developments.

## C. MAIN PROPOSAL COMPONENTS

### 1. Organizational Requirements

Private provider organizations with principal place of business in Connecticut are eligible to submit proposals in response to this RFP. Individuals who are not a duly formed business entity are ineligible to participate in this procurement. To be considered for the right to negotiate a contract, a respondent must the following minimum qualifications:

- a. Demonstrated experience and expertise in housing data to perform data gathering and analysis to inform current and future housing needs – Provide an overview of the respondent and the qualifications of staff providing the proposed scope of services relative to the Scope of Work described in this document. Identify the intended engagement of any subcontractors should the RFP be awarded. Identify similar services provided by the respondent and its subcontractors, if any, and describe how that experience directly increases the capacity of the respondent to undertake the Scope of Work described within this document. Provide a summary of key strengths and qualifications of the respondent, or any subcontractors, and your ability to provide the Scope of Work described in this document;
- b. Program Plan –Provide a detailed narrative description of the specific data gathering/analysis effort to be performed. The narrative should address all of the scope of services identified in the Scope of Work described in this document;
- c. Timeliness to Initiate Data Gathering and Analysis – Provide a project plan with timelines showing when the respondent can begin providing each of the services identified in the proposed Scope of Work;
- d. Budget – Provide a standard budget detailing the cost of services for each section of the Scope of Work. The budget should identify the specific types of data gathering efforts and analysis;
- e. Minority/Women Owned Business – DOH encourages all entities to make a good faith effort to hire and /or utilize veterans, minority- and women-owned businesses.

The Department reserves the right to reject the submission of any respondent that is in default of any current or prior contract.

***A responsive proposal shall include*** a summary of the respondent's overall qualifications to undertake a housing needs assessment which includes a comprehensive evaluation of the State's current and future affordable housing needs. If the respondent is proposing the use of any subcontractors or partners to provide any of the services required by this RFP, provide this information about each subcontractor and partner. At a minimum, the respondent must include the following specific details regarding the respondent's organization:

- a. Purpose/Mission: Describe how the **Department of Housing Study of Accessible and Affordable Housing for the State of Connecticut** project fits within the organization's mission. Summarize the services the organization currently provides that are similar to the Scope of Work described in this document.
- b. Entity Type/Years of Operation: Give a brief overview of the organization. Summarize experience and expertise in housing data to perform data gathering and analysis to inform current and future housing needs.
- c. Qualifications and Relevant Experience: Summarize the respondent's ability to administer city, state and/or federal grants. Describe any potential risks to the Department and risks that could be encountered by acting as a Department contractor; propose solutions or approaches for managing those risks that show the respondent's familiarity and sensitivity with managing the program described in this RFP.
- d. References: Provide three (3) specific programmatic references (not letters of reference). References must be persons able to comment on the organization's capability to perform the services specified in this RFP. References must include the company name, and the name, mailing address, telephone number, and e-mail address of a specific contact person. The contact person must be an individual familiar with the organization and its day-to-day performance. References cannot be the organization's current employees. If the organization has been a State of Connecticut contractor within the past five years, the organization must include a State of Connecticut reference. The organization may include a DOH reference in the proposal; however, the individual may have to refuse if s/he will be involved in the evaluation of proposals received in response to this RFP. Organizations are strongly encouraged to contact their planned references to ensure the accuracy of their contact information and their willingness and ability to provide references. DOH expects to contact these references as part of the evaluation process.
- e. Dun & Bradstreet (D-U-N-S) Number: Indicate the respondent's nine-digit Dun & Bradstreet (D-U-N-S) identification number.
- f. Collaboration: Describe the current and/or previous collaboration with other housing research providers.

## 2. Service Requirements

***A responsive proposal shall thoroughly address*** a detailed data collection and analysis of current and future accessible and affordable housing needs based on one or more supply and demand model(s) that has the following goals:

- a. Generate a detailed analysis of accessible and affordable housing trends and accessible and affordable housing cost burdens by income level.

- b. Generate estimates of future accessible and affordable housing production needs stratified by cost burden/income.
- c. Identify the short- and long-term housing need (with specific regard to accessible and affordable housing need) required to support economic development and growth in the state.
- d. Identify the geographic areas of the state with the greatest needs for additional accessible and affordable housing supply.

### **3. Data and Technology Requirements**

**A responsive proposal shall** provide a description of the technical approach to the project, including an outline of the sequence of tasks, major benchmarks, and milestone dates. DOH is asking respondents use a data-driven approach to this effort, and detailed information should be provided which describes this approach, included intended sources and data collection methods. If the respondent is proposing the use of any subcontractors or partners to provide any of the services required by this RFP, provide this information about each subcontractor and partner.

#### **a. Data Reporting and Technology Capacity**

Describe the respondent's capacity to collect the necessary data including present supply and demand as well as future supply and demand of both accessible and affordable housing.

Please describe the model the respondent intends to use (what system) to determine present and future housing demand.

#### **b. Program Outcome Requirements**

The respondent must identify from one to three (1-3) specific and quantifiable performance measure(s) for evaluating how well the state will meet its future accessible and affordable housing supply and demand.

#### **c. Quality Assurance Requirements**

- i. Internal Quality Assurance Process: Describe the respondent's internal quality assurance process and its impact upon product delivery.
- ii. External Quality Assurance Process: Indicate in what type of external quality assurance process the respondent has participated and the results. If the respondent has not participated in an external quality assurance process, state such.
- iii. Client Satisfaction Process: Describe the respondent's client satisfaction process (surveys, etc.). Summarize feedback (number and percent of returned surveys, summary of concerns expressed by clients, etc.). Give a brief narrative of the respondent's follow-up actions or plans regarding concerns raised by clients. Include a copy of the respondent's client satisfaction survey, if applicable, in Section IV.H. Appendices.

- iv. Program Audit Compliance: State the respondent's experience being in compliance with past contracts and/or directives. State any deficiencies identified in recent annual program audits, monitoring or corrective action plans, and if applicable, steps taken to complete any recommendations.

#### **4. Subcontractors**

The use of subcontractors and partnerships is allowed. If the respondent is proposing the use of any subcontractors or partners to provide any of the services required by this RFP, each subcontractor and partner must be identified in the proposal. All subcontractors and partners are subject to the Department's prior approval. Information that is requested about the respondent must also be provided about each subcontractor and partner where indicated throughout the RFP.

In addition, **a responsive proposal must include** the following information about each proposed subcontractor and partner:

- a. Legal Name, Mailing Address, Federal Employer Identification Number (FEIN), and DUNS number
- b. Contact Person Name, Title, Telephone Number, FAX Number, E-mail Address
- c. Services to be provided
- d. Subcontract or Partnership Agreement Cost and Term
- e. A selected respondent shall be required to submit a copy of a written agreement with each subcontractor and partner prior to contract execution with the Department.
- f. A letter of support from each subcontractor and partner, indicating willingness to perform all the services to be provided throughout the entire contract period, shall be included in Section IV.H. Appendices. Each letter must specify the services that will be provided and be signed by an authorized official of the subcontractor or partner.

### **D. COST PROPOSAL COMPONENT**

#### **1. Financial Requirements**

**A responsive proposal shall** include the following information about the proposer's fiscal stability, accounting and financial reporting systems, and relevant business practices.

- a. Audited Financial Statements: Submit one (1) copy of the respondent's most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (GAAP)(USA) and one copy of Form 990. The copies shall include all applicable financial statements, auditor's reports, management letters, and any corresponding reissued components. These copies do not count toward the total page limit of the proposal. One copy only of each shall be included with the original proposal (not 5 additional copies) in Section IV.H. Appendices.
- b. Financial Capacity: Describe the respondent's financial capacity and internal

- controls used to ensure that i) a thorough record of expenditures can be provided for purposes of an audit and ii) administrative/indirect costs that were previously administered by the respondent did not exceed 7 percent.
- c. **Mixed Funding:** If the respondent proposes to assign staff to this program that are paid from various funding sources, describe how staff time utilized for this program will be tracked for **Department of Housing Study of Accessible and Affordable Housing for the State of Connecticut** expenditures only.

## 2. Budget Requirements

- a. **Cost Standards:** All proposed costs are subject to federal cost policy guidance and the standards developed by the State Office of Policy and Management for determining the cost of contracts, grants, and other agreements with organizations that receive funding from the State. In the event of any inconsistency, the federal cost policy guidance shall supersede the OPM cost standards. The applicable federal cost policy guidance is available at [OMB Circular A-133](#). Be advised that the cost proposal is subject to revision prior to contract execution in order to ensure compliance with the OPM cost standards and federal cost policy guidance. More information about the cost standards is available on OPM's web site: [Cost Standards](#).
- b. **Budget:** **A responsive proposal shall include** a line item budget that depicts the allowable costs associated with the program. Start-up costs should be minimal and prudent; proposals will be competitively scored on financial feasibility.
- c. **Budget Narrative:** **A responsive proposal shall detail** how costs included in the line item budget were calculated. Either Microsoft Office Word or Excel format is acceptable.

*Note 1: The Department reserves the right to fund portions of a proposed budget and/or require adjustments.*

*Note 2: The Department reserves the right to consider all factors including cost in the final selection of a successful respondent. The opportunity to negotiate a contract with the Department will not be awarded based on cost alone.*

## **IV. PROPOSAL OUTLINE**

**Cover Sheet**

**Table of Contents**

### **A. Main Proposal**

1. Executive Summary
2. Organizational Requirements
3. Service Requirements
4. Data and Technology Requirements
5. Subcontractors

### **B. Cost Proposal**

1. Financial Profile
2. Budget and Budget Narrative

### **C. Appendices**

6. Proof of non-profit status, if applicable
7. Proof of CT Business Licensure
8. Resumes/Job Descriptions
9. Sample Work Product (Illustrates applicant's ability to meet qualifications)
10. Implementation Plan
11. Cover Letters from Previous 3 Audits



**12. Forms**

- a. Form A:** Notification to Bidders
- b. Form B:** Bidder Contract Compliance Monitoring Report
- c. Form C:** Proposal Cover Sheet
- d. Form D:** Minority/Women-Owned Business Certification
- e. Form E:** Subcontractor Certification
- f. Form F:** State of Connecticut Consulting Agreement Affidavit (Form 5)

## FORM A

### *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 32-9e 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 Connecticut General Statutes, 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.

The undersigned acknowledges receiving and reading a copy of the “Notification to Bidder’s form.

---

**\* INSTRUCTION: bidder must sign acknowledgement below, and return  
acknowledgment to DOH along with bid proposal.**

---

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

On behalf of:

\_\_\_\_\_  
  
\_\_\_\_\_

RFP Name: \_\_\_\_\_

### CERTIFICATE OF CORPORATION

I, \_\_\_\_\_ certify that I am the Secretary of the Corporation named in the foregoing instrument; that I have been duly authorized to affix the seal of the Corporation to such papers as require the seal; that \_\_\_\_\_, who signed said instrument on behalf of the Corporation was then \_\_\_\_\_ of said Corporation; that said instrument was duly signed for and in behalf of said Corporation by authority of its governing body and is within the scope of its Corporation powers.

## FORM B

### BIDDER CONTRACT COMPLIANCE MONITORING REPORT

The **BIDDER CONTRACT COMPLIANCE MONITORING REPORT** can be found at [https://www.ct.gov/chro/lib/chro/Notification to Bidders.pdf](https://www.ct.gov/chro/lib/chro/Notification%20to%20Bidders.pdf). Please attach a copy of the Bidder Contract Compliance Monitoring Report to the Proposal as **Form B**. 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 bidder's good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

**FORM C**  
**REQUEST FOR PROPOSALS**  
for  
**Study of Accessible and Affordable Housing**  
**Connecticut Department of Housing**  
**March 13, 2020**  
**Proposal Cover Sheet**

\_\_\_\_\_  
Responder Name FEIN

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Town State Zip Code

\_\_\_\_\_  
Responder Contact: Title:

\_\_\_\_\_  
Telephone Number Fax Number E-Mail Address

\_\_\_\_\_  
Total Annual Program Cost

Responder Fiscal Year: \_\_\_\_\_ to \_\_\_\_\_  
(month) (month)

Is your agency a non-profit? Yes ☐ No ☐ Is your agency incorporated? Yes ☐ No ☐

Is your agency registered as a:

Minority Business Enterprise?	Yes	No	<input type="checkbox"/>
Women Business Enterprise?	Yes	No	<input type="checkbox"/>
Small Business Enterprise?	Yes	No	<input type="checkbox"/>

I certify that to the best of my knowledge and belief, the information contained in this application is true and correct. The application has been duly authorized by the governing body of the applicant, the applicant has the legal authority to apply for this funding, the applicant will comply with applicable state and federal laws and regulations, and that I am a duly authorized signatory for the applicant.

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title

**FORM D**  
**MINORITY/WOMEN-OWNED BUSINESS CERTIFICATION**

**Complete Legal Name of Business:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
**Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Mailing Address (if different)** \_\_\_\_\_

**Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Does your firm meet the following definition of a minority business enterprise (MBE)?**

☐ YES ☐ NO

**A minority business enterprise (MBE) is defined as:** A small business with at least 51% ownership by one or more minority person(s)\* who exercise operational authority over the daily affairs of the business, has the power to direct the management, policies and receives beneficial interests of the business.

\* Who is considered a minority? A person(s) who is Black, Hispanic, Asian, American Indian, has origins in the Iberian Peninsula, a woman, and an individual with a disability according to the Americans with Disabilities Act - see program information for more detail.

Date Business was first established: \_\_\_\_/\_\_\_\_/\_\_\_\_ Total Number of employees \_\_\_\_\_

**Type of Business (Check only one)**

___ Sole Proprietorship	Date Established	____/____/____
___ General Partnership	Date of Partnership	____/____/____
___ Limited Liability Partnership	Date of Partnership	____/____/____
___ Corporation	Date of Incorporation	____/____/____
___ Limited Liability Company (LLC)	Date of LLC	____/____/____

Number of years company has been owned and managed by present owner: \_\_\_\_\_

Identify the Principal(s) and/or Officer(s) of the company:

Name(s) of Present Principals/Titles	% of Ownership
_____/_____	_____
_____/_____	_____
_____/_____	_____
_____/_____	_____

Please identify the category under which certification of your business enterprise as minority owned, woman-owned or owned by a person(s) with a disability select one or more of the following categories:

A minority is a person who is a citizen or lawful permanent resident of the United States and who is included in one of the following categories:

<b><u>Minority Category</u></b>	<b><u>Gender</u></b>	<b><u>% of Ownership</u></b>
___ Black American	M / F	_____ %
___ Hispanic American	M / F	_____ %
___ Iberian Peninsula	M / F	_____ %
___ Asian American	M / F	_____ %
___ American Indians	M / F	_____ %
___ Individual w/ a disability	M / F	_____ %
___ Woman (circle below)	M / F	_____ %

*White > Black > Hispanic > Iberian Peninsula > Asian > American Indian*

“The undersigned swears the forgoing statements are true and correct and including all material information necessary to identify and explain the operations of \_\_\_\_\_ as well as the ownership thereof.”

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Corporate Seal (where appropriate)**

## FORM E

### SUBCONTRACTOR CERTIFICATION

It is hereby represented by the Subcontractor (undersigned) as an inducement to the Department of Housing to consider the participation as requested herein, that to the best of my knowledge and belief, no information or data contained in the application or in the attachments are in any way false or incorrect, and that no material information has been omitted, including the financial statements. It is also hereby stated that the undersigned will comply with all program requirements for any approved activity and that the organization and its principals are not suspended or debarred as defined in 24 CFR part 5 Subpart A of the Code of Federal Regulations. The undersigned agrees that banks, credit agencies, the Connecticut Department of Labor, the Connecticut Department of Revenue Services, the Connecticut Department of Environmental Protection, and other references are hereby authorized now, or any time in the future, to give the Department of Housing any and all information in connection with matters referred to in this response.

Certifying Representative

Type Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## STATE OF CONNECTICUT

## CONSULTING AGREEMENT AFFIDAVIT

*Affidavit to accompany a bid or proposal for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b). For sole source or no bid contracts the form is submitted at time of contract execution.*

**INSTRUCTIONS:**

**If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1):** Complete all sections of the form. If the bidder or contractor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. **If the bidder or contractor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1):** Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if there is any change in the information contained in the most recently filed affidavit not later than (i) thirty days after the effective date of any such change or (ii) upon the submittal of any new bid or proposal, whichever is earlier.

**AFFIDAVIT:** [Number of Affidavits Sworn and Subscribed On This Day: \_\_\_\_\_]

I, the undersigned, hereby swear that I am a principal or key personnel of the bidder or contractor awarded a contract, as described in Connecticut General Statutes § 4a-81(b), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, **except for the agreement listed below:**

\_\_\_\_\_  
Consultant's Name and Title

\_\_\_\_\_  
Name of Firm (if applicable)

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
End Date

\_\_\_\_\_  
Cost

Description of Services Provided: \_\_\_\_\_

Is the consultant a former State employee or former public official? ☐ YES ☐ NO

If YES: \_\_\_\_\_  
Name of Former State Agency Termination Date of Employment

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

_____ Printed Name of Bidder or Contractor	_____ <b>Signature of Principal or Key Personnel</b>	_____ <b>Date</b>
	_____ Printed Name (of above)	_____ Awarding State Agency

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Commissioner of the Superior Court or Notary Public**

\_\_\_\_\_  
**My Commission Expires**