

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Connecticut Technical High School System

Request for Proposals

Connecticut Technical High School Athletic Trainers

October 15, 2008 – June 30, 2011

Proposals Due: September 26, 2008

Published: August 2008

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Mark K. McQuillan
Commissioner of Education

“The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to the Equal Employment Opportunity Manager, State of Connecticut, Department of Education, 25 Industrial Park Road, Middletown, Connecticut 06457, (860) 807-2071.”

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

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**REQUEST FOR PROPOSALS
ATHLETIC TRAINERS**

I. GENERAL INFORMATION

A. Introduction/Purpose:

Athletic trainers for seventeen Connecticut Technical High Schools, providing home game coverage and two hours per week school visits for twenty-four weeks per school year. The sports include football, soccer for boys/girls, basketball for boys/girls, wrestling and lacrosse. Events are all home games. Services shall include but are not limited to the following: first aid, taping, basic medical care, rehabilitation, pre-game preparation, injury management/ assessment, preventative medical measures and confidential record keeping. Services will be scheduled with the Athletic Coordinators and/or the administrator assigned the responsibility for school athletics and may include meetings with coaches, district medical advisor and the school nurse. All trainers must be licensed and have completed courses in CPR and First Aid and be insured for professional liability. The trainer will notify the school nurse of all injuries where further medical evaluation is sought or recommended. Appropriate medical information may be released in compliance with the regulations of the Health Insurance Portability and Accountability Act of 1996 (‘HIPPA’) and the Family Educational Rights and Privacy Act (‘FERPA’) and any other applicable state and/or federal law in order to further the student’s health or educational experience.

B. Eligible Applicants:

Applicants must demonstrate their ability to oversee a program that ensures the medical safety and health of student athletes at athletic contests. This includes, but is not limited to, providing expert consultation and advice to aide in the formation and implementation of an athletic training program that is proactive as well as reactive in the prevention and treatment of injuries associated with normal high school athletic competition.

C. Qualification Criteria:

In order to fulfill the duties and responsibilities of this RFP, the following are the specific expectations:

1. Applicants should be able to provide input on training processes and procedures to coaches and athletic coordinators.
2. Applicants must be board certified by the National Athletic Trainers Association (NATA) and licensed by the State of Connecticut.
3. Applicants are required to submit to and pass a fingerprinting process.
4. CPR for the Professional Rescuer and AED certification must be maintained annually.
5. Athletic trainer must attend meetings with school personnel to design a regimen of practices to be implemented to aide in the prevention of injuries.
6. Athletic trainer shall plan and oversee rehabilitation activities for student athletes.
7. Visit schools up to two hours per week for assessment, treatment and monitoring of rehabilitation of student athletes.
8. Attend all home games.
9. Report to Athletic Director, Coach and/or administrator assigned the responsibility for school athletics relevant data pertaining to student athletes rehabilitation.

D. General Proposal Requirements:

Provide athletic training services for student athletes in the Connecticut Technical High School System. This Request for Proposal (RFP) is intended to solicit applications from interesting parties

who meet the qualification criteria, and are able to demonstrate successfully their ability to perform the tasks outlined in the proposal and can fulfill all the responsibilities assigned.

E. Contract Period:

October 15, 2008 to June 30, 2011.

F. Funding Level:

Contract not to exceed \$140,250.00 annually (\$8450.00 per school); selected vendors will be paid \$150.00 per event and \$35.00 per hour for school visits.

G. Contact:

Drew Soltys, Connecticut Technical High School System (860) 807-2231 or by email at Drew.Soltys@ct.gov

H. Bidding:

A non-mandatory bidder's conference will be held at Howell Cheney Technical High School (791 West Middle Turnpike, Manchester, CT 06040) on September 10, 2008 at 9:30am.

I. Application Deadline:

Proposals (original and four copies), **irrespective of postmark date and means of transmittal, must be received by 5:00 p.m. on September 26, 2008.** Only proposals with the original signatures will be accepted as timely. **Extensions will not be given.**

Proposals should be sent to:

Mailing Address

Drew Soltys
CT State Department of Education
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457

Delivery Address

Drew Soltys
CT State Department of Education
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457

J. Proposal Review:

Completed proposals will be reviewed and rated by the State Department of Education. It is the intent of the State Department of Education to contract with all qualified applicants.

K. Disposition of Applications:

Applicants will be notified of the acceptance or rejection of their proposals within approximately one week of the submission deadline date. If a proposal is selected, a contract will be initiated by the Connecticut Technical High School System. The content and cost of proposals are subject to negotiation prior to the final contract.

L. Contract Awards:

The State Department of Education (SDE) reserves the right to make contract awards under this program without discussion with the applicants; therefore, proposals should represent the applicant's best effort from both a technical and cost standpoint. The SDE reserves the right to reject all proposals and to conduct a more extensive proposal solicitation, to fund more than the stated number of proposals should they be deemed to have particular merit and to reject a lower cost proposal if a higher cost proposal more appropriately meets the stated objectives.

M. Obligations:

All bidders are hereby notified that the contract to be awarded is subject to contract compliance requirements as set forth in CGS Section 4a-60 and Sections 4a-68j-1 et seq. of the Regulations of Connecticut State Agencies.

N. Freedom of Information Act:

All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of Freedom of Information Act C.G.S. Sections 1-200 et seq. (FOIA). The FOIA declares that, except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

O. Utilization of Minority Business Enterprises:

All contractors shall make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on projects subject to contract requirements.

Contractors shall certify under oath to the Commission on Human Rights and Opportunities and the state agency that the minority businesses selected as subcontractors and suppliers of materials comply with the criteria of the CGS Section 4a-60 if such businesses are not currently registered with the Department of Economic Development.

P. Fiscal Responsibility and Reporting Requirements:

The contractor will be responsible for adherence to all state and federal regulations governing expenditures, accounting and reporting requirements and shall prepare and submit all reports as required by the SDE.

II. GUIDELINES FOR PREPARING THE PROPOSAL

A. Cover Page (Appendix B page 5):

A model for the format of the cover page is provided with this RFP. The cover page must contain all required information.

B. Organization's Background- Narrative (Appendix C page 6):

Describe the general background, experience and purpose of the organization. Include history, type of service, population(s) and geographical areas served. Include information that addresses the qualification criteria found on page 1.

C. Service Area Selection Grid (Appendix D page 7):

Indicate which schools and sports you organization can provide coverage for indicating "yes" in the appropriate box.

D. Statement of Assurances (Appendix E page 8):

One of the five copies of the proposal being submitted must bear the original signature(s) of the authorized official(s) of the applicant on the Statement of Assurances.

E. Affirmative Action (Appendix E page 12):

SEE SUPPLEMENTAL AFFIRMATIVE ACTION PACKET .

Appendix A

CTHSS																																																	
<i>ATC Timeline</i>																																																	
<i>Month</i>	September					October					November					December					January					February				March					April					May									
<i>Week</i>	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5					
<i>Sport</i>																																																	
<i>Football</i>																																																	
<i>Soccer</i>																																																	
<i>Basketball(Girls)</i>																																																	
<i>Basketball(Boys)</i>																																																	
<i>Wrestling</i>																																																	
<i>Lacrosse</i>																																																	
Football-		6 home games per school; 1 game/week; approx. 3 hours per game; Thurs.-Mon.; approx. 40 players																																															
Soccer-		9 home games per school; 2 to 3 games/week; approx. 3 hours per game; Mon.- Fri.; approx. 25 players																																															
All Basketball-		11 home games per school; 2 to 3 games per week; approx. 3 hours per game; Mon.-Fri.; approx. 15 players																																															
Wrestling-		9 home matches per school; 4 multi-team matches per season; 2 matches per week; approx. 3 - 6 hrs. per match; Wed. and Sat.; 25 wrestlers																																															
Lacrosse-		(Norwich Tech only); 9 home games per school; 2 to 3 games per week; approx. 3 hrs. per game; Mon.-Sat.; 25 players																																															
		ALL ATC COVERAGE IS FOR VARSITY GAMES ONLY																																															

APPENDIX B
COVER PAGE

Applicant Organization:	Name and address
Initiated by:	Full name, position, telephone number and extension of person responsible for developing the proposal
Project Director:	Full name, position, address, telephone number and extension of person who will be in charge of the project
Submitted by:	Full name, position, telephone number and extension of person authorized to commit agency to the project if it is selected; e.g., chief executive officer of agency
Signature:	_____
Date Submitted:	_____

APPENDIX C (NARRATIVE)
ORGANIZATION BACKGROUND

APPENDIX D

SERVICE AREA SELECTION GRID

		<i>Fall Sports</i>			<i>Winter Sports</i>			<i>Spring Sports</i>
<i>Schools</i>	<i>Location</i>	<i>Football</i>	<i>Boy's Soccer</i>	<i>Girl's Soccer</i>	<i>Boy's Basketball</i>	<i>Girls Basketball</i>	<i>Wrestling</i>	<i>Lacrosse</i>
Grasso	Groton							
Platt	Milford							
Bullard-Havens	Bridgeport							
Abbott	Danbury							
Ellis	Danielson							
Whitney	Hamden							
Prince	Hartford							
Cheney	Manchester							
Wilcox	Meriden							
Vinal	Middletown							
Goodwin	New Britain							
Norwich	Norwich							
Wright	Stamford							
Wolcott	Torrington							
Kaynor	Waterbury							
Windham	Willimantic							
O'Brien	Ansonia							

	Not offered	
<p><i>Please indicate using "yes" in the blocks above that you can provide coverage based on the qualifications listed in Section C. Qualification Criteria</i></p>		

APPENDIX E

Statement of Assurances

**Connecticut State Department of Education
Standard Statement of Assurances**

PROJECT TITLE: _____

THE APPLICANT: _____ **HEREBY ASSURES THAT:**

(Insert Company Name)

- A.** The applicant has the necessary legal authority to apply for and receive the proposed contract;
- B.** The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C.** The activities and services for which assistance is sought under this contract will be administered by or under the supervision and control of the applicant;
- D.** The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Board of Education and the State Department of Education;
- E.** The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary;
- F.** The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project this project;
- G.** The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the contract;
- H.** The contract award is subject to approval of the State Department of Education and availability of state or federal funds.
- I.** The applicant agrees and warrants that Sections 4 -190 to 4 -197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

N. Required Language:

- 1) For purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section, "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: (a) who are active in the daily affairs of the enterprise, (b) who have the power to direct the management and policies of the enterprise and (c) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Statute Section 32-9n; and "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.

For purposes of this section, "sexual orientation" means having a preference for heterosexuality, homosexuality or bisexuality, having a history of such preference or being identified with such preference, but excludes any behavior which constitutes a violation of part VI of chapter 952 of the general statutes.

- 2) 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, mental retardation 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. If the contract is for a public works project, 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 project. 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, mental retardation, 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; (b) 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; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or worker's 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; (d) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. Sections 4-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive, and with each regulation or relevant order issued by said Commission pursuant to said sections; (e) 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 section 46a-56.
- 3) 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.

- 4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.
- 5) The contractor shall include the provisions of subsection (2) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with this section and Conn. Gen. Statute Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive; provided if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.
- 6) 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.
- 7) 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 matter prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56 of the general statutes; (d) 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 section 46a-56 of the general statutes.
- 8) The contractor shall include the provisions of subsection (7) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56 of the general statutes; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Signature

Name (typed)

Title (typed)

Date

Rev. 6/99

APPENDIX F

CONNECTICUT STATE DEPARTMENT OF EDUCATION
AFFIRMATIVE ACTION PACKET

The State Department of Education (SDE) 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. In accordance with Administrative Regulations Sections 46a-68-31 through 46a-68-74 "Affirmative Action By State Government" and 4a-60 through 4a-60a and 46a-68c through 46a-68k "Contract Compliance" as administered by the Commission on Human Rights and Opportunities (CHRO), the SDE encourages bidders, contractors, subcontractors, and suppliers of materials to develop and implement Affirmative Action Plans.

Contractors with 50 or more employees and contract awards that total **\$4,000** or more for leases, rental and personal service agreements are required to have or develop a written Affirmative Action Plan addressing any identified under utilization of minorities and women. Further, contractors with fewer than 50 employees regardless of contract amount or contractors with 50 or more employees with a total contract amount of less than \$4,000 for leases, rental and personal service agreements are required, 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 contractors must read and complete the appended forms where appropriate, and submit their Affirmative Action Policy Statement and Plan where appropriate.**

The following are appended hereto:

1. **Commission on Human Rights and Opportunities Contract Compliance Regulations and Notification to Bidders:** Makes prospective contractors aware of the State Department of Education's obligation to ensure that prospective contractors qualify pursuant to contract compliance requirements. *(Contractor/ must complete).*
2. **Workforce Analysis:** A comprehensive inventory of all employees by race, sex, job title, and occupational category *(Contractor/ must complete).*
3. **Definitions for Workforce Analysis:** Race/Ethnic identification and description of job categories to assist in the completion of workforce analysis.
4. **Standard Statement of Assurances:** *(Contractor must complete to apply).*
5. **Contractor's Minority Business Enterprises Utilization Form:** *(Contractor must complete when an MBE or WBE is engaged in a subcontract).*
6. **Affidavit/Certificate of Corporation:** *(Contractor must complete only when an MBE or WBE that is not registered with the Department of Economic Development is engaged as a subcontractor and the Contractor wish to receive credit for such pursuant to regulations).*
7. **Sample Affirmative Action Policy Statement:** Contractor may use this as an example or may use it as their statement by placing it on their letterhead.

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

Affirmative Action Office
State Department of Education
(860) 566-7619

(Rev 6/99)

NOTIFICATION TO BIDDERS

The contract to be awarded is subject to contract compliance requirements mandated by Section 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Section 46a71 (d) and 46a-81 i (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 the awarding of all contracts covered by Sections 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 the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; (3) who are members of a minority, as such term is defined in sub-section (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 with origins in the Iberian Peninsula... (4) Women... (5) Asian Pacific Americans and Pacific Islanders... (6) American Indians... (7) Individuals with a disability considered a minority business enterprise pursuant to Connecticut General Statutes, Section 32-9e." 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 Section 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 EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force 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.
- f) The bidder's certifies firm is not listed on debarment lists promulgated pursuant to CGS, Section 31-53a and 34 CFR Part 85. Appendix A of federal statutes.

INSTRUCTION: Bidder must sign acknowledgment below, and return the signed acknowledgment to the State Department of Education along with the bid proposal.

The undersigned acknowledges receiving and reading a copy of the Commission on Human Rights and Opportunities Contract Compliance Regulations and the "Notification to Bidders" form.

Signature	Date
On behalf of:	

Organization Name	Project No: _____

CONNECTICUT COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS AND NOTIFICATION TO BIDDERS
Sections 46a-68j-23 (1)-(10) and 46a-68j-24 (a)

CONTRACT COMPLIANCE

Sec. 46a-68j-23. Obligations of Contractors:

Every contractor awarded a contract subject to contract compliance requirement shall:

- 1) Comply fully with all federal and state anti-discrimination laws, and shall not discriminate or permit a discriminatory practice to be committed;
- 2) Cooperate fully with the commission;
- 3) Submit periodic reports of its employment and subcontracting practices in such a form, in such a manner and at such a time as may be prescribed by the Commission;
- 4) Provide reasonable technical assistance and training to minority business enterprises to promote the participation of such concerns in state contracts and subcontracts;
- 5) Make a good faith effort, based upon the availability of minority business enterprises in the labor market area, to award a reasonable proportion of all subcontractors to such enterprises;
- 6) Maintain full and accurate support data for a period of two (2) years from the date the record is made or the date the contract compliance form is submitted, whichever is later, provided that this provision shall not excuse compliance with any other applicable record retention, state regulation or policy providing for a period of retention in excess of two (2) years;
- 7) Not discharge, discipline or otherwise discriminate against any person who has filed a complaint, testified or assisted in any proceeding with the commission;
- 8) Make available for inspection and copying any support data requested by the commission, and make available for interview any agent, servant or employee having knowledge of any matter concerning the investigation of a discriminatory practice complaint or any matter related to a contract compliance review;
- 9) Include a provision in all subcontracts with minority enterprises requiring that the minority business enterprise provide the Commission with such information on its structure and operations as the Commission finds necessary to make an informed determination as to whether the standards of Section 4a-60 of the Connecticut General Statutes as amended by Sec. 2 of Public Act 89-253 have been met; and
- 10) Undertake such other reasonable activities or efforts as the Commission may prescribe to ensure the participation of minority business enterprises as state contractors and subcontractors.

Sec 46a-68j-24. Utilization of Minority Business Enterprises:

- a) Contractors shall make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on all projects subject to contract compliance requirements.

**CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
WORKFORCE ANALYSIS**

Contractor Name: _____
 Address: _____

Total number of CT employees:
 Full-time _____ Part time _____

Complete the following Analysis for employees of Connecticut work sites who are:

JOB CATEGORIES	OVERALL TOTALS (SUM OF ALL COLS. MALE & FEMALE)	WHITE (NOT OF HISPANIC ORIGIN)		BLACK (NOT OF HISPANIC ORIGIN)		HISPANIC		ASIAN OR PACIFIC ISLANDER		AMERICAN INDIAN OR ALASKAN NATIVE		PEOPLE WITH DISABILITIES	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
OFFICIALS & MANAGERS													
PROFESSIONALS													
TECHNICIANS													
PARAPROFESSIONAL													
SALES WORKER													
OFFICE & CLERICAL													
CRAFT WORKERS (Skilled)													
OPERATIVES (Semi-skilled)													
LABORERS (unskilled)													
SERVICE WORKERS													
TOTALS ABOVE													
TOTALS ONE YEAR AGO													

FORMAL, ON - THE JOB TRAINEES (Enter figures for the same categories as are shown above).

Apprentices													
Trainees													

EMPLOYMENT FIGURES WERE OBTAINED FROM VISUAL CHECK: EMPLOYMENT RECORDS: OTHER:

- Have you successfully implemented an Affirmative Action Plan? Yes: _____ Date of implementation _____
 Not Applicable: _____ Explain: _____
 (a) Please submit a summary of your Affirmative Action Plan.
- Have you successfully developed an apprenticeship program complying with Sec. 46a-68-17 of the Connecticut Department of Labor Regulations, inclusive? Yes: _____ No: _____ Not Applicable: _____ Explanation: _____
- According to EEO-1 data, is the composition of your workforce at or near parity when compared with the race and gender composition of the workforce in the relevant labor market area? Yes: _____ No: _____ Explanation: _____
- If you plan to subcontract, will you set aside a portion of the contract for legitimate minority business enterprises?
 Yes: _____ No: _____ Explanation: _____

 Contractor's Authorized Signature
 [WFA 6/99]

 Date

DEFINITIONS FOR WORKFORCE ANALYSIS

RACE/ETHNIC IDENTIFICATION:

You may acquire the race/ethnic information necessary for this report either by visual surveys of the Workforce, or from records as to the identity of employees after the starting date of employment.

Please note that conducting a visual survey and keeping records of the race/ethnic identity of employees is legal in all jurisdictions and under all Federal and State Laws.

Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purpose of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group.

DESCRIPTION OF JOB CATEGORIES:

Officials and managers: Occupations requiring administrative managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: *officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.*

Professionals: Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: *accountants and auditors, airplane pilots, and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, and kindred workers.*

Technicians: Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two (2) years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: *computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.*

Sales: Occupations engaging wholly or primarily in direct selling. Includes *kindred workers.*

Office and clerical: All clerical type work regardless of level of difficulty. Includes *kindred workers.*

Craft Workers: (*skilled*) - Manual workers of relatively high skill level having a thorough comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes *kindred workers.*

Operatives: (*semiskilled*) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes *kindred workers.*

Laborers: (*unskilled*) - Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes *kindred workers*.

On-the job trainees:

Production: Persons engaged in formal training as a craft worker - when not trained under apprentice programs - operative, laborer and service occupations.

White collar: Persons engaged in formal training for clerical, managerial, professional, technical, sales office and clerical occupations.

CONTRACTOR'S MINORITY BUSINESS ENTERPRISES
UTILIZATION FORM

NAME AND ADDRESS OF AWARDING AGENCY:	NAME AND ADDRESS OF CONTRACTOR:	
<p>PROJECT NO: _____</p> <p>DATE AWARDED: _____</p> <p>DATE BID OPENED: _____</p>		
<p><u>NOTICE TO CONTRACTORS:</u> Under Section 46a-68J-23(5) of the Contract Compliance Regulations, contractors are required to make GOOD FAITH EFFORTS to employ Minority Business Enterprises (MBEs) as subcontractors and suppliers of materials on all projects subject to contract compliance requirements. The contract which is referenced above is subject to contract compliance requirements.</p> <p><u>INSTRUCTIONS:</u> List the name and addresses of all MBEs you have selected as subcontractors and suppliers of materials for this project. If the MBEs selected as subcontractors and suppliers of materials meet the criteria for MBEs set out in Section 4a-60 of Connecticut General Statutes, contractors MUST complete the attached affidavit. If such business are not currently registered with the Department of Economic Development and if the contractor wishes the Commission on Human Rights and Opportunities (CHRO) to consider favorably the selection of an unregistered MBE in the evaluation of the contractor's good faith efforts, contractors MUST complete the attached affidavit. In either case, the affidavit must be filled out in triplicate, with the original sent to the CHRO, Contract Compliance Unit, 21 Grand Street, Hartford, Connecticut 06106; one copy sent to the Awarding Agency; and one copy retained by contractor. If the contractor does not wish the CHRO to consider selection of an unregistered MBE in its evaluation of the contractor's good faith efforts, no affidavit need be made.</p> <p style="text-align: center;"><i>(Attached additional pages if necessary, using same headings.)</i></p>		
NAME AND ADDRESS OF ALL MBE SUBCONTRACTOR(S) OR SUPPLIER(S) OF MATERIALS:	Check here if MBE(s) qualify under Section 4a-60 of the Conn. Gen. Statues.	Check here if MBE is unregistered but wants consideration for good faith efforts.

This form developed pursuant to Section 46a-68j-23(5) of Regulations of Connecticut state Agencies concerning Contract Compliance.

AFFIDAVIT

I, _____ acting on behalf of _____ of which
(Name of person signing certification) (Contractor)

I am the _____ Certify and affirm:
(Title)

Check if provision applicable: _____ That the following minority business subcontractors and /or suppliers of materials that _____ has hired for Contract No. _____ with
(Contractor)
_____ meet the criteria for Minority Business Enterprises set
(Awarding Agency)
out in Section 4a-60 of the Connecticut General Statutes: _____
(Lists names of Minority Business Enterprises that qualified under
_____ current statutory requirements)

Check if provision applicable: _____ That the _____ has hired the following
(Contractor)
minority business subcontractors or suppliers of materials for Contract No. _____ with
_____ that are not registered with the Department of
(Awarding Agency)
Economic Development, but which should be considered by the Connecticut Commission on Human
Rights and Opportunities when evaluating _____ the
(Contractor)
good faith efforts:
_____ (List names or unregistered MBEs)

I further certify and affirm that I have read and understand the contract compliance requirements codified at Section 4a-60 and Section 46a-7 1 (d) of the Connecticut General statutes.

I further certify and affirm that I have read and understand the contract compliance Regulations codified at Section 46a-68j-2 I through 43 of the Regulations of Connecticut State Agencies.

I understand that false statements made herein are punishable by law.

(Name of Corporation or Firm) (Signature and Title of Official Making the Affidavit)

Subscribed and sworn to before me, this _____ day of _____ 2000.

Notary Public/Commissioner of the Superior Court

My Commission Expires: _____

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.

(Signature of person certifying)

(Corporate Seal)

SAMPLE: (You may use this as an example or you may use it as your statement by placing it on your letterhead).

**AFFIRMATIVE ACTION
POLICY STATEMENT**

It has always been the policy and will continue to be the strong commitment of _____ and all contractors and subcontractors who do business with _____ to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit.

_____ will continue to take affirmative action to ensure that no persons are discriminated against with regard to their race, color, sex, sexual orientation, national origin, ancestry, religion, age, physical disability, mental retardation, marital status, present or past history of mental disorder, learning disability or criminal record. Such action includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship. _____ will continue to make good faith efforts to comply with all federal and state laws and policies which speak to Equal Employment Opportunity and Affirmative Action.

Equal Employment Opportunity is essential, but is not enough to guarantee the full and fair employment of minorities, women or other protected classes. Therefore, Affirmative Action is necessary. Affirmative Action is results - oriented programs used to address and overcome the present effects of past discrimination.

Sexual Harassment, another form of sex discrimination, will not be tolerated in the work place. Therefore, engaging in acts of sexual harassment or any other forms of unlawful discrimination will constitute grounds for disciplinary action.

This Policy Statement is based on both the spirit and the letter of state and federal anti discrimination laws, regulations and executive orders. Accordingly, care is taken to ensure that no person shall be excluded from participation in, be denied the benefits of, or otherwise be unlawfully discriminated against. Further, _____ will not knowingly use the services of, patronize or otherwise deal with any business, contractor, subcontractor or agency that engages in acts of unlawful discrimination.

This Affirmative Action Policy Statement reaffirms my personal commitment to the principles of Equal Employment Opportunity and Affirmative Action.

SIGNATURE

DATED

AFFIRMATIVE ACTION PLAN

IF A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE WITH THE CONNECTICUT DEPARTMENT OF EDUCATION, COMPLETE THE STATEMENT WRITTEN BELOW AND SUBMIT AS PART OF THE PROPOSAL.

IF A CURRENT AFFIRMATIVE ACTION PLAN IS NOT ON FILE, COMPLETE THE ATTACHED AFFIRMATIVE ACTION PACKAGE AND SUBMIT AS PART OF THE PROPOSAL.

CERTIFICATION THAT A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE

I, the undersigned authorized official, hereby certify that the current affirmative action plan of the applying organization/agency is on file with the Connecticut State Department of Education. The affirmative action plan is, by reference, part of this application.

Signature of Authorized Official

Date

Name and Title