



University of Connecticut  
*Administration and Operations Services*

Purchasing Department

Date: May 11, 2007  
To: All Bidders  
From: Karen White, Purchasing Agent II

ADDENDUM #3

RE: **RFP #KW042007 School of Business Print on Demand Solution**

All respondents are hereby advised of the following amendment to the Request for Proposal documents which are hereby made an integral part of the bid documents prepared by the University of Connecticut Purchasing Department.

Respondents shall be required to acknowledge receipt of this addendum in their bid response. Failure to acknowledge receipt of this addendum by the respondent may result in the rejection of their response.

Addendum #3 issued to extend proposal opening date to:  
**May 23, 2007 at 2:00 p.m.**

All other terms, conditions and specifications remain as per original Proposal. Questions regarding this Addendum should be directed to Karen White at (860) 486-2623 or karen.white@uconn.edu.

**BIDDER NOTE:** This addendum must be completed, signed and submitted with your response to be considered for award. If you have already submitted a proposal, please acknowledge this addendum by signing below and submit in a sealed envelope clearly marked with proposal number, response date and return address. This will be accepted as part of your proposal response and must be received no later than **May 23, 2007 2:00 p.m.**

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Name	Company	Date
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*An Equal Opportunity Employer*

3 North Hillside Road Unit 6076  
Storrs, Connecticut 06269-6076

Telephone: (860) 486-2619  
Facsimile: (860) 486-5051  
web: www.purchasing.uconn.edu



University of Connecticut  
*Administration and Operations Services*

Purchasing Department

Date: May 10, 2007  
To: All Bidders  
From: Karen White, Purchasing Agent II

ADDENDUM #2

RE: **RFP #KW042007 School of Business Print on Demand Solution**

All respondents are hereby advised of the following amendment to the Request for Proposal documents which are hereby made an integral part of the bid documents prepared by the University of Connecticut Purchasing Department.

Respondents shall be required to acknowledge receipt of this addendum in their bid response. Failure to acknowledge receipt of this addendum by the respondent may result in the rejection of their response.

Addendum #2 issued to provide:  
**Questions and Answers received from bidders.**

All other terms, conditions and specifications remain as per original Proposal. Questions regarding this Addendum should be directed to Karen White at (860) 486-2623 or karen.white@uconn.edu.

**BIDDER NOTE:** This addendum must be completed, signed and submitted with your response to be considered for award. If you have already submitted a proposal, please acknowledge this addendum by signing below and submit in a sealed envelope clearly marked with proposal number, response date and return address. This will be accepted as part of your proposal response and must be received no later than **May 16, 2007 2:00 p.m.**

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Name	Company	Date
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*An Equal Opportunity Employer*

3 North Hillside Road Unit 6076  
Storrs, Connecticut 06269-6076

Telephone: (860) 486-2619  
Facsimile: (860) 486-5051  
web: www.purchasing.uconn.edu

#### 4.2 PURLs:

Question: What does the retention time need to be for a prospect to retrieve the stored electronic pdf from the PURL link?

**Answer: 1-2 weeks**

#### 4.6 Optional Cover Letter:

Question: Is there currently pre-defined criteria to determine who/what type of inquiry receives the Cover Letter?

**Answer: The cover letter is just an option; we are not necessarily going to implement one.**

Question: What is that criteria?

**Answer: If we implement, it would be every inquiry to receive one (except international inquiries which will only receive electronic PDF links and not a physical brochure.)**

Question: If not, is it the School of Business' intention to click Cover Letter option from a back end interface?

**Answer: We would make a universal decision to use one or not -- it would not be on an as desired basis.**

#### 4.7 Announcement Blocks:

Question: Predefined maximum size block also or will it vary?

**Answer: Predefined size for consistency/uniformity.**

Question: Are you able to identify all types of events/announcements in advanced for us to build into a content management backend for an admin to activate/de-activate a message/announcement?

**Answer: No. We plan open house events, executive seminars, etc. throughout the year so we need the flexibility to update frequently. We would predefine fields, such as title of event, date, location, hours, contact info., etc. and work within those parameters.**

Question: Or does there need to be functionality to create a new message on the fly and upload text and graphics?

RFP KW042007 School of Business Print on Demand Solution Addendum #2

Bid Opening Date: May 16, 2007 @ 2:00 p.m. EST

**Answer:**        **There could be an area of two that we would predefine with vendor, to allow for the upload of graphics.**

Question:

Addendum Q: Are there any technical contacts at Embark that we could talk to about integrating systems if necessary? Yes, but the two vendors should not really interact. We will supply the inquiry information (upload) for which the brochure and PURLs should be produced. PURLs will link back to UConn School of Business website.

Addendum A: Yes, this will be addressed in the award process. We will upload the excel spreadsheet of inquiries with the relevant prospect data.

APS additional question: Thinking in terms of moving forward with Embark integration, what format is the data available in other than Excel....xml, sql, ODBC

**Answer:**        **We have access to .txt and .xls files.**

Question:        Is it also possible to get a file of the cover and a few sample text pages of the current brochures for a test run (to see how it runs?)

**Answer:**        **The creative files in Quark 7.0 (pc-version) files will be sent via email to all vendors eligible to quote on this proposal.**



University of Connecticut  
*Administration and Operations Services*

Purchasing Department

Date: May 9, 2007  
To: All Bidders  
From: Karen White, Purchasing Agent II

ADDENDUM #1

RE: **RFP #KW042007 School of Business Print on Demand Solution**

All respondents are hereby advised of the following amendment to the Request for Proposal documents which are hereby made an integral part of the bid documents prepared by the University of Connecticut Purchasing Department.

Respondents shall be required to acknowledge receipt of this addendum in their bid response. Failure to acknowledge receipt of this addendum by the respondent may result in the rejection of their response.

Addendum #1 issued to provide:  
**Questions and Answers received from bidders.**  
**Revised specifications for printed material.**

All other terms, conditions and specifications remain as per original Proposal. Questions regarding this Addendum should be directed to Karen White at (860) 486-2623 or karen.white@uconn.edu.

**BIDDER NOTE:** This addendum must be completed, signed and submitted with your response to be considered for award. If you have already submitted a proposal, please acknowledge this addendum by signing below and submit in a sealed envelope clearly marked with proposal number, response date and return address. This will be accepted as part of your proposal response and must be received no later than **May 16, 2007 2:00 p.m.**

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Name	Company	Date
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*An Equal Opportunity Employer*

3 North Hillside Road Unit 6076  
Storrs, Connecticut 06269-6076

Telephone: (860) 486-2619  
Facsimile: (860) 486-5051  
web: www.purchasing.uconn.edu

Question: Should the personalized URLs (PURLs) indicate they are being sent from UConn?

**Answer: PURL to be initiated by vendor but appearing that it was sent from UConn not vendor's location.**

Question: Will a metallic ink be required?

**Answer: No, however closely matched as possible. PMS colors desired (and should be noted), but not necessary**

Question: Will the size of brochure change?

**Answer: The size of the brochure could change to accommodate digital press, however the project should be priced on the most equivalent size as the existing brochure (9x12). Suggested sizes/pricing beyond the requested dimension will be considered. Pockets will not be required.**

Question: How much personalization on the brochures will be required?

**Answer: In the beginning it will be limited to name, address but the images will change to match the campus and program/location of interest.**

Question: In order to quote on the printed piece more detailed amounts and specifications will be required.

**Answer: The estimated lot quantities and detailed specifications have been added to this addendum. The total number of brochures used in 2006-07 was 4,500; in 2005-06 was 4,000; in 2004-05 was 3,600. For the past year, it is estimated that on average, 86 brochures are sent out per week.**

Question: How will variable data be sent to vendor?

**Answer: Variable data will be sent by data feed from one location. Department will batch process once a week to reduce costs. All campuses will feed into one data base.**

Question: The specifications on the PURLs are too general.

**Answer: The specifications will be finalized with the assistance of the awarded vendor.**

Question: How will IT issues be addressed?

**Answer: The School of Business has a dedicated IT person that will address all IT issues.**

Question: Will the School of Business have an account for mailing the brochures?

**Answer: The vendor will be responsible for providing the postage costs and billing the department at months end.**

Question: Can we host the form that “perspective students” will fill out or does that need to be hosted by Embark? The current form looks as though it is hosted by Embark based on the URL Michael supplied. We can still make this work even if Embark most host, however taken the requirements of just this proposal into account it would not be the most efficient way to proceed.

**Answer: No, we have a contract w/ Embark - the form feeds into our inquiry management system that is hosted by Embark. So for this RFP we're only looking for a vendor to fulfill the brochure component and the electronic version of it - the PURL.**

Question: How does the current “email campaign launched” work? Can we see a sample email? Again, we are trying to figure out whether or not a third party hosts this service as housing it all on one system is the most efficient approach based on this RFP.

**Answer: Samples of various emails are attached. They are hosted by Embark because the system is a product by Embark. And again, we're not looking to replace our current inquiry management system (which we use to track all of our communications and interaction with Prospects).**

Question: Are there any technical contacts at Embark that we could talk to about integrating systems if necessary?

**Answer: Yes, this will be addressed in the award process. We will upload the excel spreadsheet of inquiries with the relevant prospect data. The brochure vendor does not need all of a prospects' data in order to send a brochure and create a PURL.**

Question: I have one question regarding the PURL's that maybe you can clarify further for me or as part of your addendum.  
As I understand it, the vendors will be required to create a Personal URL based on the information/data we collect with each order based on specifications defined by UCONN (Example - FirstNameLastName.uconn.edu – www.KarenWhite.uconn.edu) and then generate and send out an email to the prospective student. UCONN would be hosting the website the prospect would be directed to. I was hoping this process could be defined further.

**Answer:** We are requesting to have the vendor host the PURL since they are the one creating them from the inquiry upload and brochure data. It is not necessary that it is a uconn.edu site so long as it has UConn and the person's name in the extension. For example, the PURL could be located at [www.landmark.com/uconnmba/karenwhite](http://www.landmark.com/uconnmba/karenwhite) and the page that opens can have links back to the UConn MBA program site. If at all possible, the email that the prospect receives, Karen in this example, contains their name Karen White, your personalized UConn MBA information page is ready... and have either her name or something else hyperlinked to the aforementioned URL ([www.landmark.com/uconnmba/karenwhite](http://www.landmark.com/uconnmba/karenwhite)). The purpose of this PURL, as far as we're concerned, is to simply provide a related electronic version of the printed brochure that they're going to receive in the mail.

#### Part 8 – Pricing

Unit cost for printing brochures, estimated 4,000 – 6,000 brochures annually.

Quote on lots (per week) of 25, 50, 75, and 100.

Size: 8-1/2" x 11"

Pages: Price for 8, 12 and 16

Stock: HannoArt Gloss 100# text or acceptable alternate. Vendor must indicate stock being bid and include sample if bidding on alternate.

Ink: 4/4; 4-color process overall gloss aqueous throughout

Any of the following options may be required in this project. To be considered a responsive, compliant bidder, provide separate pricing for these options:



RFP KW042007 School of Business Print on Demand Solution Addendum #1  
Bid Opening Date: May 16, 2007 @ 2:00 p.m. EST

**From:** Michael Deotte [Michael.Deotte@business.uconn.edu]  
**Sent:** Tuesday, May 08, 2007 12:32 PM  
**To:** White, Karen  
**Subject:** FW: UConn MBA Program  
[Part-Time MBA message #1 \(after the auto "thank you" to the inquiry submission\)](#)

Michael J. Deotte  
UConn School of Business  
Tel: 860.486.4478

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**From:** UConn MBA Program [mailto:notification@review.com]  
**Sent:** Tuesday, September 26, 2006 2:01 AM  
**To:** Michael Deotte  
**Subject:** UConn MBA Program



Dear Michael,

Thank you for your recent inquiry into the University of Connecticut MBA Program!

By considering the UConn School of Business, you are choosing to join a long tradition of academic excellence. Out of over 1,200 business schools nationwide, UConn consistently ranks among the best business schools according to *Business Week* and *U.S. News & World Report* and among the top public institutions nationwide.

UConn's MBA curriculum offers:

- **Relevance.** UConn's MBA Program successfully blends traditional business fundamentals with emerging theory and practice from today's marketplace.
- **Convenience.** Required courses are offered each fall, spring and summer semester, and in three locations - Stamford, Hartford and Waterbury.
- **Quality.** UConn is accredited by [AACSB International](#), the premier standard of achievement for business schools worldwide, ensuring the highest level of academic excellence.
- **Flexibility.** You can design an individual plan of study tailored to your specific career goals.
- **Multiple Concentrations.** A unique feature of UConn's curriculum is the opportunity to develop more than one area of concentration. Concentrations include accounting, finance, management, marketing, management of technology management and real estate.

Selecting an MBA program is an important decision and I hope this information helps in your selection process. For more information, or to begin the [online application](#), please

RFP KW042007 School of Business Print on Demand Solution Addendum #1  
Bid Opening Date: May 16, 2007 @ 2:00 p.m. EST

visit our [part-time MBA program](#) website. If you prefer to make a personal appointment or attend one of our frequent Open Houses, call us directly at 203.251.8440.

Thank you again for your interest in the UConn MBA Program. I look forward to reviewing your application soon!

Warmest regards,  
Jennifer

Jennifer Grey  
Executive Director  
University of Connecticut School of Business  
One University Place  
Stamford, CT 06901  
Tel: 203.251.8440 | Fax: 203.251.9540  
E-Mail: [StamMBA@business.uconn.edu](mailto:StamMBA@business.uconn.edu)

*Ranked among the best in the nation by Business Week, U.S. News & World Report and The Princeton Review, UConn is New England's #1 public university.*

*Accredited by AACSB International since 1958.*



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RFP KW042007 School of Business Print on Demand Solution Addendum #1  
Bid Opening Date: May 16, 2007 @ 2:00 p.m. EST

**From:** Michael Deotte [Michael.Deotte@business.uconn.edu]  
**Sent:** Tuesday, May 08, 2007 12:32 PM  
**To:** White, Karen  
**Subject:** FW: UConn MBA Program  
[Part-Time MBA message #2](#)

Michael J. Deotte  
UConn School of Business  
Tel: 860.486.4478

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**From:** UConn MBA Program [mailto:notification@review.com]  
**Sent:** Sunday, October 01, 2006 4:06 AM  
**To:** Michael Deotte  
**Subject:** UConn MBA Program



Dear Michael,

What will an MBA do for you?

At UConn, we believe a successful MBA education empowers business leaders to anticipate and effectively manage the challenges of today's complex world of business. UConn's MBA Program is designed to do just that – it provides a comprehensive foundation of business knowledge and a broad understanding of the global context which managers need to make well-informed, responsible decisions.

UConn's MBA offers you:

- **Educational Credibility.** An MBA certifies that you have higher skill levels in management and business education, as well as better job preparedness.
- **Career Advancement.** In a recent survey, 80 percent of executives responding said that an MBA is still important to reach senior management ranks within most companies.
- **Financial Growth.** An MBA degree is worth as much as \$30,000 a year over a bachelor's degree.
- **New Perspective.** An MBA degree significantly enhances your ability to think, act and lead strategically.
- **Networking Opportunities.** UConn's MBA Program affords you the opportunity to meet and form lifelong relationships with your MBA colleagues and professional peers.

RFP KW042007 School of Business Print on Demand Solution Addendum #1  
Bid Opening Date: May 16, 2007 @ 2:00 p.m. EST

If these sound like competitive advantages you'd like to have, then go ahead and [apply](#) to UConn's MBA Program now. I look forward to reviewing your application in the near future.

Warmest regards,  
Gretchen

Gretchen Perschino  
Program Manager  
University of Connecticut School of Business  
One University Place  
Stamford, CT 06901  
Tel: 203.251.8440 | Fax: 203.251.9540  
E-Mail: [StamMBA@business.uconn.edu](mailto:StamMBA@business.uconn.edu)

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RFP KW042007 School of Business Print on Demand Solution Addendum #1  
Bid Opening Date: May 16, 2007 @ 2:00 p.m. EST

**From:** Michael Deotte [Michael.Deotte@business.uconn.edu]  
**Sent:** Tuesday, May 08, 2007 12:34 PM  
**To:** White, Karen  
**Subject:** FW: UConn MBA Program  
[Part-Time MBA message #3](#)

Michael J. Deotte  
UConn School of Business  
Tel: 860.486.4478

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**From:** Michael Deotte [mailto:notification@review.com]  
**Sent:** Tuesday, April 18, 2006 4:01 PM  
**To:** Michael Deotte  
**Subject:** UConn MBA Program



Dear [First Name (5010)],

Looking for a solid return on your investment? Read what some of current MBA students and alumni have to say...

“Earning my MBA from UConn was one of the most important decisions in my career. The knowledge and skills that I learned are to this day part of the toolkit that I bring to work everyday.”

~ *Michael Friedman '77 MBA, President & Chief Executive Officer, Purdue Pharma L.P.*

“UConn’s MBA program was a wonderful experience... the opportunity to work and study in *edgelab* was one of the best things that happened in my career - and my success today would not have been possible without it!”

~ *Irina Tsikhelashvili '04 MBA, Risk Analyst, GE | 2005 GE Edison Award Recipient*

“The extensiveness of UConn's MBA Program provided a solid background in all aspects of business... it is extremely critical to know how all business functions within an organization work -- from marketing to human resources to operations. ”

~ *Nancy E. Roman '81 MBA, Vice President, Financial Planning, ESPN*

“As a physician who also has a Masters of Public Health degree and over 40 years of experience, I can honestly say that UConn's MBA Program has changed my life and career. The breadth and depth of experience of both the faculty and students really fosters a vibrant, challenging environment.”

~ *Dr. John R. Galvin '05 MBA, Commissioner of Public Health, State of Connecticut*

RFP KW042007 School of Business Print on Demand Solution Addendum #1  
Bid Opening Date: May 16, 2007 @ 2:00 p.m. EST

“Studying for my MBA at UConn was a critical moment for one simple reason: it helped me develop certain management and analytic skills that I would never have learned otherwise. It also enhanced my ability to anticipate change and operate effectively in an environment of constant change, and that is certainly what exists in business today.”

~ *Chris Komisarjevsky '79 MBA, CEO Worldwide Emeritus, Burson-Marsteller*

If you haven't already submitted the online application, I would like to encourage you to do so soon as soon as possible – [apply online](#) now.

On behalf of all of us in the MBA Program, I look forward to welcoming you into the UConn family!

Warmest regards,  
Jennifer Grey

Jennifer Grey  
Executive Director  
University of Connecticut School of Business  
One University Place  
Stamford, CT 06901  
Tel: 203.251.8440 | Fax: 203.251.9540  
E-Mail: [StamMBA@business.uconn.edu](mailto:StamMBA@business.uconn.edu)

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RFP KW042007 School of Business Print on Demand Solution Addendum #1  
Bid Opening Date: May 16, 2007 @ 2:00 p.m. EST

**From:** Michael Deotte [Michael.Deotte@business.uconn.edu]  
**Sent:** Tuesday, May 08, 2007 12:35 PM  
**To:** White, Karen  
**Subject:** FW: FREE GMAT Practice Test - April 14th  
[Another type of prospect message re: the GMAT exam...#4](#)

Michael J. Deotte  
UConn School of Business  
Tel: 860.486.4478

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**From:** UConn MBA Program [mailto:notification@review.com]  
**Sent:** Thursday, March 22, 2007 2:20 AM  
**To:** Michael Deotte  
**Subject:** FREE GMAT Practice Test - April 14th



Dear Michael,

If you have not already taken the GMAT exam, and are perhaps apprehensive, we'd like to give you the chance to take a practice test free of charge on April 14. This will give you a baseline of your abilities and to learn how you can prepare yourself before taking the official GMAT test. There is no cost or obligation to take or purchase any of the Kaplan products, but this will give you an opportunity to be familiar with some of the preparation aids available to you.

## **FREE GMAT Practice Test**

**Saturday, April 14th from 10am to 2pm**  
**University of Connecticut School of Business**  
**Stamford Campus, Auditorium A-2**

The University of Connecticut School of Business is proud to be accredited by [AACSB International](#) (The Association to Advance Collegiate Schools of Business) - the premiere accrediting body for business schools worldwide. A designation earned by less than 10% of business schools globally, AACSB accreditation ensures an institution's commitment to academic quality and excellence in graduate management education. One such standard of quality, but certainly not the only one, is the requiring of the GMAT for admittance.

RFP KW042007 School of Business Print on Demand Solution Addendum #1  
Bid Opening Date: May 16, 2007 @ 2:00 p.m. EST

Please register directly with Kaplan at [kaptest.com/practice](http://kaptest.com/practice) or call 1-800-KAP-Test.  
Space is limited.

If you have any questions, or if we can help you during the application process in anyway, please call Marlys Rizzi at UConn 203-251-8445.

Sincerely,  
Jennifer

Jennifer Grey  
Executive Director  
University of Connecticut  
School of Business  
One University Place  
Stamford, CT 06901  
Tel: 203.251.8440 | Fax: 203.251.9540  
Email: [StamMBA@business.uconn.edu](mailto:StamMBA@business.uconn.edu)

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Bid Opening Date: May 16, 2007 @ 2:00 p.m. EST

**From:** Michael Deotte [Michael.Deotte@business.uconn.edu]  
**Sent:** Tuesday, May 08, 2007 12:37 PM  
**To:** White, Karen  
**Subject:** FW: Save the Dates! Spring Open Houses and Executive Lecture  
[Part-time MBA "open house" invite/schedule...#5](#)

Michael J. Deotte  
UConn School of Business  
Tel: 860.486.4478

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**From:** Jennifer Grey  
**Sent:** Tuesday, February 06, 2007 9:30 AM  
**To:** Michael Deotte  
**Subject:** Save the Dates! Spring Open Houses and Executive Lecture

[First Name (5010)], Mark your calendar!

Despite the fact that winter is finally upon us, spring is just around the corner! Your next chance to join UConn's highly-ranked MBA Program will be for Summer Session with classes beginning in May. Please consider joining us for a spring Open House:

**Feb. 20** | **Mar. 15** | **Apr. 17**

UConn's MBA Program Open Houses are an ideal opportunity to learn first hand about our highly ranked graduate business program, meet with admissions representatives and hear from some of our faculty members. It's also a great way to get acquainted with the campus and see where you will be attending classes.

Open House details -

## **UConn MBA & Executive MBA OPEN HOUSE**

**5:00 - 7:00 p.m.**

**UConn Stamford**

*[Stamford Directions](#)*

For more information, or to RSVP for the **February 20th** Open House, please call 203.251.8440 or send an email to [StamMBA@business.uconn.edu](mailto:StamMBA@business.uconn.edu)

RFP KW042007 School of Business Print on Demand Solution Addendum #1  
Bid Opening Date: May 16, 2007 @ 2:00 p.m. EST

Please join us too for a networking reception and Executive Forum on Monday, February 26th 5:30-7:30 p.m. with GE Chief Marketing Officer Dan Henson. For details and more information call 203/251-8440 or email [StamMBA@business.uconn.edu](mailto:StamMBA@business.uconn.edu)

I hope to see you soon!

Best regards,  
Jennifer

Jennifer Grey  
Executive Director  
University of Connecticut  
School of Business  
One University Place  
Stamford, CT 06901  
Tel: 203.251.8440 | Fax: 203.251.9540  
Email: [StamMBA@business.uconn.edu](mailto:StamMBA@business.uconn.edu)

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RFP KW042007 School of Business Print on Demand Solution Addendum #1  
Bid Opening Date: May 16, 2007 @ 2:00 p.m. EST

**From:** Michael Deotte [Michael.Deotte@business.uconn.edu]  
**Sent:** Tuesday, May 08, 2007 12:38 PM  
**To:** White, Karen  
**Subject:** FW: New Dean Appointed at the UConn School of Business  
[Another type of message to prospects...#6](#)

Michael J. Deotte  
UConn School of Business  
Tel: 860.486.4478

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**From:** UConn MBA Program [mailto:notification@review.com]  
**Sent:** Monday, May 07, 2007 1:38 AM  
**To:** Michael Deotte  
**Subject:** New Dean Appointed at the UConn School of Business



Michael, the UConn School of Business is pleased to announce that Dr. P. Christopher Earley, dean of the National University of Singapore (NUS) Business School - one of the top business schools in Asia - has been named the next dean of the University of Connecticut School of Business and awarded the new Auran J. Fox Chair in Business. Dr. Earley will join UConn on January 1, 2008.

Prior to his appointment as dean at NUS Business School, Earley was Chair and Professor of Organizational Behavior at the London Business School in England. He has taught on the faculties of National University of Singapore, London Business School, Indiana University, University of Arizona, University of Minnesota and University of California, Irvine.

During his tenure at the NUS Business School, Earley created new strategies that resulted in rapid rise in rankings and a record growth of both undergraduate and MBA enrollments; expanded the school's executive education division via a \$1.2 million contract with the Nestle Company to train 300 managers over two years resulting in a four-fold increase of the school's profitability; and raised approximately \$30 million to underwrite the construction of a new business school on the NUS campus.

Earley is an authority on multinational work teams, cross-cultural differences of individual behavior in organizations, and motivation systems across cultures. His research interest in cultural intelligence - people's capacity to adjust to new cultural environments - led him to first visit China in 1986. Since then he has traveled and worked in China, England, Hong Kong, Thailand and Singapore for more than 20 years. An internationally recognized scholar, Earley has written 10 books and over 100 articles and book chapters.

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His experience extends beyond the classroom having consulted for companies such as Deutsche Bank, IBM, Islamic Development Bank, General Motors, Unilever, British Aerospace, Mercury Asset Management, Eli Lilly Pharmaceuticals in England, France, Germany, Hong Kong, Israel, China, Saudi Arabia, Singapore, South Korea, and Thailand.

Earley received a BA degree from Knox College and an MA degree and PhD in Industrial and Organizational Psychology from the University of Illinois, Urbana-Champaign.

For more information about Dr. Earley, please go to [www.business.uconn.edu](http://www.business.uconn.edu).

REMINDER: There's still time to enroll for the next term! Please don't hesitate to begin, or complete, your **application** today.



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RFP KW042007 School of Business Print on Demand Solution Addendum #1  
Bid Opening Date: May 16, 2007 @ 2:00 p.m. EST

**From:** Michael Deotte [Michael.Deotte@business.uconn.edu]  
**Sent:** Tuesday, May 08, 2007 12:38 PM  
**To:** White, Karen  
**Subject:** FW: News and Events @ the UConn School of Business  
[Another message...#7](#)

Michael J. Deotte  
UConn School of Business  
Tel: 860.486.4478

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**From:** UConn MBA Program [mailto:notification@review.com]  
**Sent:** Friday, April 20, 2007 3:38 AM  
**To:** Michael Deotte  
**Subject:** News and Events @ the UConn School of Business

Michael,

I am delighted to share with you the latest news from the UConn School of Business in this edition of our enewsletter. There are always many things going on here at UConn - both within the School as well as across campus. Hopefully some of our stories will give you a glimpse of what you can expect to experience should you become a part of the UConn MBA community.

I'd also like to remind you that there is still time to [apply](#) to the MBA Program. If you haven't already done so, I would encourage you to act quickly as space is limited!

As always, please don't hesitate to contact the MBA Program office should you have any questions or need assistance - 866.MBA.UConn. We look forward to hearing from you soon.

Best,



Mohamed Hussein, PhD  
Interim Dean



April 2007



→ [Marketing Panel Shares Knowledge & Experience with Business Students](#)

4/12/2007 - What does it take to be successful in marketing? According to Peter Valenti, VP of Marketing at Vistakon, you have to anticipate that your career will be unpredictable. This is one of many insights sh...



→ [Three in a Row for Kevin E. McEvoy](#)

4/11/2007 - Kevin E. McEvoy, Instructor in Residence in the Marketing Department at UConn Stamford, recently won three teaching awards – the 2006-07 Award for Teaching Excellence presented by the School...



→ ["Radical Capitalist" Spring Break for Some MBAs](#)

4/10/2007 - Some UConn MBA students encountered "Radical Capitalism" when they landed in Chile over spring break, the Chilean way of describing their economy based on a unique mix of entrepreneurship...



→ [Recognizing Faculty Excellence](#)

4/5/2007 - The UConn School of Business recently announced numerous faculty awards for exceptional teaching, research and service. "It is a pleasure to honor this year's faculty award winners," said Interim ...



→ [Dr. John Vernon Testifies before U.S. Senate](#)

3/7/2007 - Assistant Professor of Finance John Vernon testified on March 7th before the Senate Committee Commerce, Science and Transportation during a hearing on the Policy Implications of Pharmaceutical Importa...



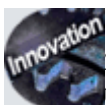
→ [Professor Kochanek Receives Alpha Lambda Delta Award](#)

3/3/2007 - The First Year Students chapter of the University of Connecticut Alpha Lambda Delta National Honor Society recently selected Dr. Richard F. Kochanek as Faculty Member of the Year. Kochanek was...



→ [MBA Scholarship 'Gives Back' To UConn](#)

3/1/2007 - For more than 20 years, Dennis McIntosh MBA '81 has succeeded in the insurance and technology industries, rising to the position of Executive Vice President and Chief Financial Officer of SBLI Mutual...



→ [Connecticut Center for Entrepreneurship & Innovation Established](#)

2/20/2007 - Identified as both an area of strength by the University and vital to the state and national economy, the School of Business, in collaboration with the UConn School of Law and the Connecticut Center f...



→ [Accounting Faculty Member Named to IRS Advisory Panel](#)

2/13/2007 - George Plesko, associate professor of accounting, was one of 16 new members recently named to the Internal Revenue Service Advisory Council (IRSAC). The IRSAC provides an organized public forum for...



→ [MBA Marketing Club Coordinates Visit with Aetna Marketing Professionals](#)

2/12/2007 - The UConn MBA Marketing Club and the Graduate Business Association recently teamed up with Aetna's Marketing Departments for an on-site information session at the company's Hartford offices. 21...

*For additional news and information please visit our press room at [www.business.uconn.edu/news](http://www.business.uconn.edu/news).*



RFP KW042007 School of Business Print on Demand Solution Addendum #1  
Bid Opening Date: May 16, 2007 @ 2:00 p.m. EST

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**University Of Connecticut**

**REQUEST FOR PROPOSAL**

**KW042007**

**School of Business Print on Demand Solution**

**Date Issued  
April 20, 2007**

**Mandatory Preproposal Conference  
to be held at  
10:00 a.m. on May 2, 2007**

**Date and Time of Proposal Opening:  
May 16, 2007  
2:00 PM**

**Issued By: Karen White  
Purchasing Agent II  
Purchasing Department  
3 North Hillside Road  
Storrs, Connecticut 06269-6076  
Phone: (860) 486-2623  
Fax: (860) 486-5051**



***TABLE OF CONTENTS***

**Organization of RFP:** This RFP is organized as follows:

Preface:

- Part 1 - Project Overview
  - Part 2 - Terms & Conditions
  - Part 3 - Special Terms & Conditions
  - Part 4 - Specifications
  - Part 5 - Evaluation Criteria
  - Part 6 - References
  - Part 7 - Bidder's Qualification Statement
  - Part 8- Pricing
  - Part 9 - Form of Proposal
  - Part 10- Notification to Bidders
  - Part 11- Bidders Qualifications Chart
- Attachment A  
Instructions to Bidders  
Governor Rell's State Ethic Policy  
SEEC Form 11

## **PART 1 – PROJECT OVERVIEW**

### **1.1 Overview**

1.1.1 The University of Connecticut, located in Storrs, Connecticut, hereinafter referred to as the University, is interested in receiving proposals from qualified and experienced vendors to design, develop and implement a digital, print on demand (POD) solution for distributing an informational brochure to MBA program inquiries for the School of Business as outlined in Part 4 Specifications. The objectives of the newly design POD solution are to:

- 1) enhance marketing effectiveness of program brochure through prospect personalization,
- 2) increase the accuracy of time sensitive information contained within the program brochure,
- 3) reduce or eliminate costs associated with out-dated program brochure inventory, and
- 4) free-up UConn program staff time associated with fulfilling information requests.

Vendors interested in providing these services are requested to submit a fee proposal and portfolio of representative work done for institutions, corporations or other entities whose requirements were similar in size and scope to those outlined herein.

1.1.2 In soliciting proposals, it is the University's intent to issue a single award. However, the University shall reserve the right to establish a multiple vendor contract, or issue purchase orders in any manner deemed to be in its own best interest.

### **1.2 Demographics**

UConn is a public research university and academic health center with 8 campuses enrolling approximately 28,000 students in Fall 2006. The original campus (dating to 1881) is located in Storrs, with regional campuses in Avery Point, Greater Hartford, Stamford, Torrington, and Waterbury; Schools of Law and Social Work in West Hartford; and the Academic Health Center, including a 200-bed in-patient facility, in Farmington.

For detailed information about the University of Connecticut, please refer to the Web site at:

<http://www.uconn.edu/about/>

### **1.3 Definitions**

1.3.1 "Campus" means University of Connecticut Storrs Campus, including but not limited to any and all athletic facilities, business offices, student facilities, including residence halls, University owned apartments, classrooms, restaurants, concession stands, snack bars, convenience stores and dining halls, in any and all other buildings or facilities which currently comprise the campus of the University of Connecticut, or which may be acquired or constructed during the term of the anticipated Photographic Services Contract and which are operated by, or directly in conjunction with, the University.

The word "University", or "UCONN", or a pronoun used in its place shall mean the University of Connecticut main campus at Storrs, CT, as well as its satellite campuses.

"Bidder", "Proposer", "Vendor" and "Respondent" refer to a company or individual responding to this Request for Proposal

The initials "POD" shall mean print on demand.

1.4 Reply Requirements

Interested firms should submit their replies to this request for proposals no later than May 16, 2007. One (1) original and four (4) copies of the proposal and a minimum of one (1) portfolio, which include at minimum, the following:

- 1.4.1 Evidence of your firm's previous experience with similar engagements as shown by a portfolio of samples and listed references.
- 1.4.2 An itemization of fixed costs as specified in Part 8.
- 1.4.3 A complete client list for which you have provided similar services, including higher education institutions.
- 1.4.4 A list of at least three (3) references, including a contact name, e-mail address and telephone number.
- 1.4.5 The names and resumes of senior staff from your organization who would be assigned to this project if your firm is retained by the University.
- 1.4.6 A complete list of all equipment owned, leased or rented by the respondent that will be used to perform the required services for any contract resulting from this RFP.
- 1.4.7 A list of any services available from your company not outlined herein. Please provide a description of services, standard hourly rate and discounted rate, which would be extended to the University for this contract and,
- 1.4.8 Any other additional information you feel would assist the University in selecting a firm or firms to provide these services.
- 1.4.9 Proposals will be screened by a committee which may select firms to make presentations at the Storrs campus. Firms will be selected on the basis of criteria as described in Part 5. Any inquiries relative to this Request for Proposals should be directed to Karen White (860) 486-2623.
- 1.4.10 **Vendor's proposal must include copies of any license or hosting agreement that will be incorporated into an award. Terms must be acceptable to University of Connecticut prior to an award and will be incorporated into the University's standard agreement template. A copy of the template is available upon request.**

1.5 Term

- 1.5.1 The initial term of any contract resulting from this RFP will be for a one (1) year period from date of award, with a renewal option of four (4) additional one year periods. Said option will only be exercised upon satisfactory performance and by mutual consent of both parties to any contract resulting from this RFP. Such intent to renew shall be conveyed to the vendor sixty (60) days prior to the effective date.

1.6 Estimated Timetable: The following schedule will apply to this RFP.

Release of RFP	April 20, 2007
<b>Mandatory Preproposal Conference</b>	<b>May 2, 2007 10:00 a.m.</b>
Closing Date for Inquiries	May 9, 2007
<b>Submission of RFP Due</b>	<b>May 16, 2007</b>
Anticipated Award Date	June 1, 2007

- 1.7 **Inquiries:** Direct all inquires relative to the conditions and specifications listed herein to:

Karen L. White  
Purchasing Agent II  
University of Connecticut  
Purchasing Department  
3 North Hillside Road Unit 6076  
Storrs, CT 06269-6076  
Phone: (860) 486-2623  
Fax: (860) 486-5051  
E-mail: karen.white@uconn.edu

- 1.8 **Submission Format:** The following process so described is intended to ensure that all proposers have equal access to information relative to this RFP. No information communicated verbally shall be effective unless confirmed by written communication from the Purchasing Department of the University of Connecticut.

In all cases, no verbal communication will override written communications and only written communications are binding.

- 1.8.1 An original and four (4) copies of the proposal must be submitted in a sealed parcel to:

University of Connecticut  
Purchasing Department  
Attention: Karen L. White  
3 North Hillside Road Unit 6076  
Storrs, CT 06269-6076

Reference RFP KW042007  
“School of Business Print on Demand Solution”

**On or before 2:00 p.m. May 16, 2007.**

**Any RFP proposal received after that date and time will not be considered and will be returned to the sender unopened.**

- 1.8.2 Proposals should be presented in a format that can easily be incorporated into a contract between the proposer and the University of Connecticut, encompassing the guidelines detailed in the Request for Proposal as required by the University. Faxed proposals will not be accepted.

- 1.8.3 Each proposal must include a table of contents with page numbers for each of the required components of the proposal. All proposals must include a point-by-point response to this RFP. Each response must be cross-referenced to the corresponding numbered item in this RFP and described in as much detail as possible. No fewer than an original and four (4) copies of the proposal and a minimum of one (1) portfolio shall be submitted. Additionally, to facilitate photocopying, if needed, proposals must be three (3)-hole punched and submitted in three ring, loose leaf binders.

Failure to respond to all points may be grounds for rejection. Likewise, failure to supply any information required to accompany the proposals may cause a rejection of the proposal as non-compliant. The University reserves the right to request additional information and/or presentations, if clarification is needed.

If you require additional space to completely answer any of the questions contained in this proposal document, include attachments and identify your response by page number, section heading, and specific part number. All proposals must be submitted in a sealed envelope and labeled as noted in 1.8.1. No responsibility will be attached to any person for the premature opening of any proposal that is not properly identified.

E-mail or electronic attachments are not acceptable means of submitting a proposal and will be rejected as non-conforming. If you intend to use an express delivery service, it is recommended that you stress the need to deliver your package to the building and office designated above. Packages delivered by express mail to other locations might not be redelivered to the appropriate address in time to be considered.

Proposals that do not substantially conform to the contents of the bid request, consequently altering the basis for proposal comparison, may be disregarded and considered as unresponsive.

- 1.8.4 At the specified time stated in 1.8.1, all proposals received as stipulated, shall be publicly opened. However, due to the complexity of the bid, only the names of the respondents will be read, as no immediate decision will be made. All information will be confidential until after review and action by the Evaluation Committee. All interested parties are, however, welcome to attend the bid opening.
- 1.8.5 Confidential Information: Proposals are treated as confidential by the University until after the award is issued. At that time they become subject to disclosure under the Freedom of Information Act. If a respondent wishes to supply any information which it believes is exempt from disclosure under the Act, that respondent should summarize such information in a separate envelope and each page submitted should clearly state "Confidential," but otherwise be presented in the same manner as the Proposal. However, any such information is provided entirely at the respondent's own risk and the University assumes no liability for any loss or damage which may result from the University's disclosure at any time of any information provided by the respondent in connection with its proposal.
- 1.9 Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth and must include information that will enable the University to determine the proposer's overall qualifications.
- 1.10 Completed RFP's: Each bidder must respond to, and be capable of, supplying all services and equipment outlined in the RFP specification.
- 1.11 Addenda to the RFP: If it becomes necessary to revise any part of this RFP, notice of the revision will be given in the form of an addendum to all prospective proposers who are on record with the Purchasing Department as having received this RFP. All addenda shall become a part of this RFP. Receipt of addenda must be acknowledged by each proposer, and the failure of a proposer to acknowledge any addendum shall not relieve the proposer of the responsibility for complying with the terms thereof. All addenda must be signed by an authorized Respondent representative and returned with the proposal on or before the proposal opening date. Failure to sign and return any and all addendum acknowledgements shall be grounds for rejection of the proposal response. **(See Part 9, Form of Proposal)**
- 1.12 Support Plan: We are requesting that each Vendor provide a Plan to support its proposal. The Plan should describe the on-site and off-site technical and administrative support, technology driven price adjustments and training opportunities for staff. Maintenance and upgrades, if applicable, for one (1) year must be included as part of base proposal.

## **PART 2 - TERMS AND CONDITIONS**

- 2.1 Each vendor, by submitting a proposal, represents that the vendor has:
- 2.1.1 Read and completely understands the RFP documents and attachments thereto.
  - 2.1.2 Is familiar with the conditions under which goods and services would be provided, including availability and cost of materials and labor.
- 2.2 Receipt of Proposals
- 2.2.1 **The University will receive proposals at the Purchasing Department, 3 North Hillside Road, Storrs, CT 06269-6076, until 2:00 p.m. May 16, 2007.** Proposals will be opened and the names only of the respondents will be read publicly.
  - 2.2.2 Any proposal received after the time specified for the receipt of proposals shall not be considered and shall be returned unopened.
  - 2.2.3 Each bidder shall be solely responsible for the delivery of their proposal to the University at the place and before the time specified in 2.2.1 above.
  - 2.2.4 Unless otherwise noted elsewhere in this document, all materials submitted in response to this RFP shall become the property of the University of Connecticut upon delivery and are to be appended to any formal documentation which would further define or expand the contractual relationship of the University and the bidder.
  - 2.2.5 The University reserves the right to reject any or all proposals submitted for consideration in whole or in part; and to waive technical defects, irregularities or omissions, if, in its judgment, the best interest of the University will be served. Non-acceptance of a proposal shall mean that another proposal was deemed more advantageous to the university, or that all proposals were rejected. Firms whose proposals are not accepted shall be notified after a binding contractual agreement between the University and the selected bidder exists, or after the University has rejected all proposals.
  - 2.2.6 **The University of Connecticut reserves the right to reject any proposal that does not comply with the State's contractual requirements. Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of this RFP.**
  - 2.2.7 A bidder shall promptly notify the University of any ambiguity, inconsistency or error which they may discover upon examination of the bidding documents.
- 2.3 Preparation of Proposals
- 2.3.1 The University is seeking proposals which meet its requirements as outlined in this RFP. If more than one method of meeting these requirements is proposed, each should be labeled "primary", "secondary", etc and submitted separately.
  - 2.3.2 Bidders shall provide a written, itemized list of any exceptions to this RFP; otherwise, the bidder will be held responsible for compliance with all specifications listed herein. An exception list, if submitted, must be cross-referenced to the corresponding numbered item in this RFP.
  - 2.3.3 Proposals shall indicate the full name of the bidder submitting the proposal and shall bear the signature of the principal duly authorized to execute contracts for the bidder. The name of each person signing the proposal shall be typed or printed below the signature.

- 2.3.4 All erasures or corrections shall be initialed by the person(s) signing the proposal.
- 2.3.5 A bidder requiring clarification or interpretation of the RFP shall make a written request to the University to be received by the closing date for inquiries specified in Part 1.6 Estimated Timetable to: Karen White, Purchasing Agent II, University of Connecticut, 3 North Hillside Road, Unit 6076, Storrs, Connecticut 06269-6076, (860) 486-2623.
- 2.3.6 Any interpretation, correction, or change of this RFP shall be made by addendum. Interpretations, corrections or changes of the RFP made in any other manner shall not be binding and bidders shall not rely upon such interpretations, corrections or changes. Any changes or corrections shall be issued by the University Purchasing Department.
- 2.3.7 Additional Charges - All additional charges, including but not limited to training, insurance or other costs must be fully itemized and included in each proposal. Charges not specified in the proposal will not be honored unless agreed to in writing by the University Purchasing Department.
- 2.3.8 Proposal Obligations - The contents of the proposal and any clarification thereto submitted by the successful bidder shall become part of the contractual obligation incorporated by reference into the ensuing contract.

## 2.4 Format of Proposal

- 2.4.1 All proposals must include a point-by-point response to this RFP, where required. Each such response must be cross referenced to the correspondingly numbered item in this RFP and describe in as much detail as possible. Likewise, any samples and/or examples which are provided to support responses shall be labeled to correspond with the specific requirement in this RFP. This MANDATORY REQUIREMENT will facilitate a more expedient evaluation of the proposals.
- 2.4.2 Failure to respond to all points may be grounds for rejection. Likewise, failure to supply any information requested to accompany proposals may cause rejection of the proposal as noncompliant. The University reserves the right to request additional information if clarification is needed.
- 2.4.3 Descriptive literature including details of all services being offered, or similar project performed in the past, should be included with any proposal.

## 2.5 Submittal of Proposals

- 2.5.1 One (1) original and four (4) copies of each proposal and a minimum of one (1) portfolio shall be submitted, in a sealed parcel addressed to the University at the address given in paragraph 2.2.1 above. The sealed parcel shall further be identified with the name and address of the bidder and the designation "Sealed Proposal - Proposals for Print on Demand Solution for School of Business– KW042007".
- 2.5.2 The complete response to this RFP shall include:
  - 2.5.2.1 An exact copy of the Form of Proposal included herein,
  - 2.5.2.2 Point-by-point response to specifications and all terms and conditions,
  - 2.5.2.3 Vendors qualification Statement”,
  - 2.5.2.4 Completed Bidder Contract Compliance Monitoring Report,
  - 2.5.2.5 All required original, signed and notarized Affidavits,
  - 2.5.2.6 An original and four (4) copies of the proposal response.
  - 2.5.2.7 At least three references.

- 2.5.3 No oral, telephonic or telegraphic proposals will be accepted. If a proposal is sent by mail, allowance should be made for the time required for such transmission. The officer whose duty it is to open proposals shall decide when the specified time has arrived and no proposal received thereafter will be considered.
- 2.5.4 No responsibility will be attached to any person for the premature opening of any proposal that is not properly identified.

2.6 Modification Or Withdrawal Of Proposals Will Be Executed As Follows:

- 2.6.1 A proposal shall not be modified, withdrawn or cancelled by the bidder for a ninety (90) day period following the time and date assigned for the receipt of proposals as specified in paragraph 2.2.1 above and the bidder so agrees in submitting a proposal.
- 2.6.2 Prior to the time and date assigned for receipt, proposals submitted early shall be modified or withdrawn only by written notice to the University. Such notice shall be received by the University prior to the designated date and time for receipt of proposals as provided in paragraph 2.2.1.
- 2.6.3 Withdrawn proposals may be submitted up to the time designated for receipt of proposals provided they are then fully in conformance with these terms and conditions.

2.7 Formation of Agreement

- 2.7.1 At its option, the University may take either one of the following actions in order to form an agreement between the University and the selected bidder:
  - 2.7.1.1 Accept a proposal as written by issuing a written "Notice of Award" to the selected bidder which refers to this RFP and accepts the proposal as submitted;  
or
  - 2.7.1.2 Enter into negotiations with one or more bidders in an effort to reach a mutually satisfactory agreement which will be executed by both parties and will be based on this RFP, the proposal submitted by the selected bidder and the negotiations concerning these.
- 2.7.2 Because the University may use the alternative described in paragraph 2.7.1.1 above, each bidder should include in its written proposal all requirements, terms or conditions it may have, and should not assume an opportunity will exist to add such matters after the proposal has been submitted.
- 2.7.3 The University reserves the right to award a contract not based solely on the firm with the lowest cost, but based on an offer which, in the sole opinion of the University best fulfills or exceeds the requirements of this RFP and is deemed to be in the best interest of the University.
- 2.7.4 The University reserves the right to establish either a primary or multiple vendor contract pursuant to this RFP.
- 2.7.5 The selected bidder shall enter into a written contract with the University.
- 2.7.6 The contract, when duly executed, shall represent the entire agreement between the parties.
- 2.7.7 The University expressly reserves the right to negotiate prior to an award, any contract which may result from this RFP.



2.8 Presentation

2.8.1 Potential vendors may be asked to discuss their written responses to this document at a presentation on the Storrs campus on dates mutually agreed upon by the vendor and the University. If a vendor is requested to make a presentation, the vendor will make the necessary arrangements and bear any costs associated with the presentation.

2.9 Qualifications of Vendors

2.9.1 Proposals will only be considered from firms or persons with a demonstrated history and a minimum of five (5) years experience in successfully providing printing services to organizations whose requirements were similar in size and scope to those of the University.

2.9.2 Prospective vendors must be prepared to provide any evidence of experience, performance ability and/or financial surety the University deems necessary to fully establish the performance capabilities represented in their proposal.

2.9.3 The University will reject the proposal of any vendor and void any award resulting from this RFP to any vendor who makes any material misrepresentation in their proposal.

2.10 Assignment

Any contract resulting from this RFP may not be assigned or transferred without the prior written consent of both parties.

2.11 Non-appropriation of Funds

Notwithstanding any other provision of this RFP or any ensuing contract, if funds anticipated for the continued fulfillment of the contract are at any time not forthcoming or insufficient, either through the failure of the Connecticut Legislature to provide funds or alteration of the program under which funds were provided, then the University shall have the right to terminate the contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding. Unless otherwise agreed to, the contract shall become null and void on the last day of the fiscal year for which appropriations were received; except that if an appropriation to cover the costs of this contract becomes available within sixty (60) days subsequent to termination under this clause, the University agrees to re-establish a contract with the vendor whose contract was terminated under the same provisions, terms and conditions of the original contract.

2.12 Hold Harmless

The bidder agrees to jointly and severally indemnify and hold the University, its successors and assigns harmless from and against all liability, loss, damage or expense including reasonable attorney's fees which the State of Connecticut may incur or sustain by reason of the failure of the bidder to fully perform and comply with the terms and conditions of any contract resulting from this RFP. Further, the University assumes no liability for any damage to the property, or for personal injuries, illness, disabilities or deaths the contractor, contractor's employees and any other person subject to the contractor's control, or any other person including members of the general public, caused in whole or in part, by a) contractor's breach of any term or provision of the awarded contract; or b) any negligent or willful act or omission of the contractor, its employees or subcontractors in the performance of the awarded contract. The contractor agrees to indemnify, save harmless and defend the University from and against any and all liabilities, claims, penalties, forfeitures, suits and the costs and expenses incident thereto (including the cost of defense, settlement and reasonable attorney's fees) which may hereafter incur, become responsible for, or pay out as a result of acts or omissions covered herein.

2.13 Immunity from Liability

Every person who is a party to this agreement is hereby notified and agrees that the University is immune from liability and suit for or from the contractors activities involving third parties and arising from this contract.

2.14 Independent Contractor

The vendor represents that it is fully experienced and properly qualified to perform the services provided herein, and that it is licensed, equipped, organized and financed to perform such services. The vendor shall act as an independent contractor in performing any contract resulting from this RFP, maintaining complete control over its employees and all of its subcontractors and shall furnish fully qualified personnel to perform the services. The vendor shall perform all services in accordance with its methods, subject to compliance with the terms and conditions herein. It is acknowledged that any such services rendered by the vendor to the University will not in any way conflict with other contractual commitments with or by the vendor.

2.15 Responsibility for Those Performing the Work

The vendor shall be responsible for the acts and omissions of its employees and shall at all times enforce strict discipline and good order. The vendor shall not employ on the project any unfit person or any person not skilled in the task assigned. Incompetent or incorrigible employees shall be dismissed from the project by the vendor when so determined by the University, and such persons shall be prohibited from returning to the project without the written consent of the University.

2.16 Contract Termination for Cause

2.16.1 The University may terminate any resulting contract for cause by providing a Notice to Cure to the respondent citing the instances of noncompliance with the contract.

2.16.1.1 The respondent shall have ten (10) days to reply to the Notice to Cure and indicate why the contract should not be terminated and recommend remedies to be taken.

2.16.1.2 If the respondent and the University reach an agreed upon solution, the respondent shall then have thirty (30) days after such agreement is reached to cure the noncompliance cited in the Notice to Cure.

2.16.1.3 If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of Notice to Cure by respondent, the University reserves the right to terminate the agreement.

2.16.1.4 If the mutually agreed upon solution is not implemented within thirty (30) days from the date of agreement, the University reserves the right to terminate the contract.

2.16.2 The University shall be obligated only for those services rendered and accepted prior to the date of Notice of Termination

2.17 Price

2.17.1 All prices offered in response to this RFP shall remain fixed for the initial term of the contract. After the initial term, the prices quoted in response to this RFP may be adjusted up or down in an amount not to exceed the Consumer Price Index (CPI), appropriate for the commodity, as published by the United States Department of Labor. The University

will expect any increases to be consistent with those applied to other customers of comparable size and nature.

- 2.17.2 In the event that the scope of work is changed during the project, the successful bidder shall have the right to perform additional duties upon receipt of written authorization from the University Purchasing Department. All such additional work shall be charged in accordance with the vendor's fee schedule which shall be included with the bidder's response to this request for proposals.

2.18 Payment Terms

Payment terms shall be 2% 15 days, net 45 days unless otherwise noted in the offeror's proposal. Terms other than those indicated above will be subject to University approval. If other terms are offered, they must be clearly indicated in your proposal response.

2.19 References

All offers shall include at least three (3) references for projects of similar scope and size. References will be checked electronically, therefore bidder **must supply the contact person , telephone number and e-mail address for each reference.**

2.20 Contract Provisions by Reference

It is mutually agreed by and between the University and the vendor that acceptance of the vendor's offer by the issuance of a purchase order shall create a contract between the parties thereto containing all specifications, terms and conditions in this RFP except as amended in the purchase order.

2.21 Prevailing Law

The terms and provisions of this proposal and any contract resulting from this proposal shall be construed in accordance with the laws of the State of Connecticut.

2.22 Taxes

The University of Connecticut is exempt from Federal Excise taxes, and from State and local sales and use taxes. Tax exemption certificates can be furnished to the awarded vendor(s) upon request.

2.23 Business Relationship Affidavit

- 2.23.1 The proposer must certify that no elected or appointed official or employee of the University has benefited or will benefit financially or materially from the proposed services. Any contract resulting from this RFP may be terminated by the University, if it is determined that gratuities of any kind were either offered to or received by any University officer or employee contrary to this policy. The authorized signatory of a submitted proposal automatically attests this to be true.
- 2.23.2 In entering into any contract resulting from this RFP, the proposer agrees to comply with Equal Employment Opportunity and Affirmative Action requirements as stipulated Executive Order No. Three of Governor Thomas J. Meskill promulgated on June 16, 1971 and Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973.

The proposer shall not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other group covered by law. The proposer shall take

affirmative action to ensure applicants are employed and the employees are treated during employment without regard to their race, creed, color, religion, national origin, sex, age, sexual orientation, physical or mental disability or any other group covered by law, except where it relates to a bona fide occupational qualification.

2.24 Federal, State and Local Taxes, Licenses and Permits

The successful respondent(s) will comply with all laws and regulations on taxes, licenses and permits.

2.25 Waiver of Rights

No delay or failure to enforce any provision of this agreement shall constitute a waiver or limitations of University's rights under any resulting contract.

2.26 Prior Course of Dealings

The parties hereby agree that no trade usage, prior course of dealing or course of performance under other contracts shall be a part of this agreement or shall be used in the interpretation or construction of this agreement.

2.27 Insurance Requirements:

2.27.1 The vendor shall secure and pay the premium or premiums of the following policies of insurance with respect to which minimum limits are fixed in the schedule set forth below. The University of Connecticut shall be included as a named insured on all such policies. Each such policy shall be maintained in at least the limit fixed with respect thereto, and shall cover all of the vendor's operations hereunder, and shall be effective throughout the period of this contract or any extension thereof. It is not the intent of this schedule to limit the types of insurance required herein.

- 1) Worker's Compensation Insurance: Must meet statutory requirements of the laws of the State of Connecticut and any additional requirements of the University of Connecticut. A statutory exemption from Worker's Compensation shall not be deemed a satisfactory alternate to meeting this requirement. In no event shall an award be made to any firm failing to provide such evidence in a form satisfactory to the University.
- 2) Public Liability Insurance \$1,000,000.00.
- 3) Property Damage Insurance \$1,000,000.00.

2.27.2 As to insurance required by this agreement, a certified copy of each of the policies or a certificate or certificates evidencing the existence thereof, or binders, shall be delivered to the University within fifteen (15) days after the tentative award of this agreement. In the event any binder is delivered, it shall be replaced within thirty (30) days by a certified copy of the policy or a certificate in lieu thereof. Each such copy or certificate shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified without giving thirty (30) days written advance notice thereof to the University's representative and that the insurance reflected thereon meets the minimum requirements of the proposal. A renewal policy or certificate shall be delivered to the University at least thirty (30) days prior to the expiration date of each expiring policy. If at any time any of the policies shall be or become unsatisfactory to the University as to form or substance, or if any of the carriers issuing such policies shall be or become unsatisfactory to the University, the Vendor shall promptly obtain a new and satisfactory policy in replacement upon such written notice from the University.

## 2.28 Proposal Evaluation

Proposals will be evaluated by committee. If the committee determines, a particular mandatory requirement may be modified or waived and still allow the University to obtain services that substantially meet the intent of the RFP. The mandatory requirement will be modified or waived for all bidders and all proposals and all proposals will be reevaluated in light of the change.

2.28.1 All proposals will be evaluated by a committee. Each proposal will be evaluated separately and the merits of each will be measured using the criteria listed below. Criteria to be evaluated will include: the overall quality, quantity, complexity and nature of firms previous experience in providing services of a similar type and scope as defined herein to other institutions, the ability of the respondent to meet all requirements herein, demonstrated customer satisfaction on previous projects of similar size and scope as evidenced through contracts with references provided by the respondent and those identified by the University, and price.

2.28.2 Subsequent to the opening of proposals, and based on its preliminary evaluation of said proposals, the University may require the vendors to make oral presentations at the expense of the vendor.

2.28.3 Method of Award - Each proposal will be evaluated by using a points earned matrix system (see Part 5). The award shall be made to the most responsive and responsible bidder offering the best value based on the matrix scores as shown below. All bidders submitting proposals concur with this method of award and will not under any circumstances nor in any manner dispute any award made using this method.

## 2.29 Delivery Requirements:

The University is in the midst of an ambitious, campus-wide building campaign which has resulted in the closing and/or relocation of roads and driveways through the Storrs campus, oft times resulting in traffic congestion and making access to buildings and parking at the University difficult. In order to safeguard the students, faculty and staff, as well as the aesthetic beauty of the University, all vendors are reminded that the following rules and considerations will be required when making deliveries to or performing work on any University of Connecticut campus:

- Driving speeds on campus must be kept at a maximum of 25 mph to ensure maximum safety. **Pedestrians have the right of way at all times.**
- All traffic signs, lights or other indicators are to be obeyed. This is of utmost importance given the amount of construction and pedestrians on campus.
- It is preferable that deliveries to any facility loading dock be made utilizing a maximum sized 24', 6 wheel saddle truck. To facilitate other deliveries, it is imperative delivery trucks have the capability to off load large quantities (pallets) in short periods of time. Commissary warehouse deliveries must be limited to a maximum of 50 cases delivered by saddle truck only. All deliveries must be palletized.
- Driving on sidewalks, unless otherwise posted, is forbidden. Violators will be ticketed and chronic violators may be barred from doing business with the University. In those areas where sidewalk driving is permitted and required, drivers must employ adequate skills so as to avoid driving on adjacent green spaces.

## 2.30 Delivery of Non Conforming Goods

If the vendor fails to deliver or has delivered nonconforming goods, the University shall provide a cure notice as soon as discrepancy is identified. The vendor shall have up to five (5) business days to correct

the deficiency. If the vendor continues to be in default, Purchasing will have the right to procure the correct goods from another source and charge the difference between the contracted price and the market price to the defaulting vendor.

2.31 Ethical Considerations

The proposing vendor must certify that no elected or appointed official or employee of the University has benefited, or will benefit financially or materially from the proposed services. The University may terminate any contract resulting from this RFP, if it is determined that gratuities of any kind were either offered to, or received by, any University officer or employee contrary to this policy. The authorized signatory of a submitted proposal automatically attests this to be true. **(See also Attachment of Governor Rell's Memo to Vendors Conducting Business with the State of Connecticut).**

The laws of the State of Connecticut provide it is a felony to offer, promise or give anything of value or benefit to a State employee with intent to influence that employee's acts, opinion, judgment or exercise of discretion with respect to that employee's duty. Evidence of violation of this statute will be turned over to the proper prosecuting attorney. See code of Ethics in Connecticut General Statutes Section 1-79 through Section 1-90. **Vendor agrees by signing any resultant contract to abide by all Connecticut and Federal ethics laws, current and future.**

2.33 Advertising:

In submitting a proposal, the Vendor agrees, unless specifically authorized in writing by the University on a case by case basis, that it shall have no right to use, and shall not use, the name of the University of Connecticut, its officials or employees, or the Seal of the University, a) in any advertising, publicity, promotion; nor b) to express or imply any endorsement of agency's services; nor c) to use the name of the state, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by subparagraphs (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such services as are hereby contracted by the University.

2.34 Executive Order No. 3 :

Any Agreement subsequent to this RFP is subject to the provisions of **Executive Order No. 3 of Governor Thomas J. Meskill promulgated June 16, 1971**, and as such, resulting Agreement may be cancelled, terminated or suspended by the state labor commissioner for violation of or noncompliance with said Executive Order No. Three or any state or federal law concerning nondiscrimination, notwithstanding that the labor commissioner is not a party to said contract. The Parties to such Agreement, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The Parties agree to abide by said Executive Order and agree that the state labor commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion. The CONTRACTOR agrees, as part consideration hereof, that said Agreement will be subject to the Guidelines and Rules issued by the state labor commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the state labor commissioner.

2.35 Executive Order No. 17:

Any Agreement subsequent to this RFP is subject to the provisions of **Executive Order No. 17 of Governor Thomas J. Meskill promulgated February 15, 1973**, and, as such, resulting Agreement may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to said Agreement. The Parties to said Agreement, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference

and made a part hereof. The Parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment opening with the Connecticut State Employment Service.

2.36 Executive Order No. 16:

Any Agreement subsequent to this RFP is subject to the provisions of **Executive Order No. 16 of Governor John G. Rowland promulgated August 4, 1999**, and, as such, resulting Agreement may be canceled, terminated or suspended by the state for violation of or noncompliance with said Executive Order No. Sixteen. The Parties of said Agreement, as part of the consideration hereof, agree that:

- (a) The CONTRACTOR shall prohibit employees from bringing into the state work site, except as may be required as a condition of employment, any weapon or dangerous instruments as defined in (b) below.
- (b) Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

Dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

- (c) The CONTRACTOR shall prohibit employees from attempting to use, or threaten to use, any such weapon or dangerous instrument in the state work site and employees shall be prohibited from causing, or threatening to cause, physical injury or death to any individual in the state work site.
- (d) The CONTRACTOR shall adopt the above prohibitions as work rules, violations of which shall subject the employee to disciplinary action up to and including discharge. The CONTRACTOR shall insure and require that all employees are aware of such work rules.
- (e) The CONTRACTOR agrees that any subcontract it enters into in furtherance of the work to be performed hereunder shall contain provisions (a) through (d) of this Section.

2.37 Executive Order No. 7C:

Any Agreement subsequent to this RFQ is subject to **Executive Order No. 7C of Governor M. Jodi Rell, promulgated on July 13, 2006**. The Parties to this Contract, as part of the consideration hereof, agree that:

- (a) The State Contracting Standards Board (“Board”) may review this contract and recommend to the state contracting agency termination of this contract for cause. The State contracting agency shall consider the recommendations and act as required or permitted in accordance with the contract and applicable law. The Board shall provide the results of its review, together with its recommendations, to the state contracting agency and any other affected party in accordance with the notice provisions in the contract not later than fifteen (15) days after the Board finalizes its recommendation. For the purposes of this Section, “for cause” means:

- (1) a violation of the State Ethics Code (Chapter 10 of the general statutes) or section 4a-100 of the general statutes or
  - (2) wanton or reckless disregard of any state contracting and procurement process by any person substantially involved in such contract or state contracting agency.
- (b) For purposes of this Section, “contract” shall not include real property transactions involving less than a fee simple interest or financial assistance comprised of state or federal funds, the form of which may include but is not limited to grants, loans, loan guarantees, and participation interests in loans, equity investments and tax credit programs. Notwithstanding the foregoing, the Board shall not have any authority to recommend the termination of a contract for the sale or purchase of a fee simple interest in real property following transfer of title.
- (c) Notwithstanding the contract value listed in sections 4-250 and 4-252 of the Connecticut General Statutes and section 8 of Executive Order Number 1, all State Contracts between state agencies and private entities with a value of \$50,000 (fifty thousand dollars) or more in a calendar or fiscal year shall comply with the gift and campaign contribution certification requirements of section 4-252 of the Connecticut General Statutes and section 8 of Executive Order Number 1. For purposes of this section, the term “certification” shall include the campaign contribution and annual gift affidavits required by section 8 of Executive Order Number 1.

Therefore, all contracts subject to the mandate of Executive Order No. 7C must include the required affidavits/certifications as outlined and provided on the OPM’s website under Policies/Guidelines and Labor Contracts (attached) and the memorandum to all agency heads from Robert Genuario, Secretary, OPM, dated July 21, 2006 (attached).

If your agency has a Memorandum of Agreement (“Waiver”) with this Office, your agency must amend all contracts executed under the Waiver to include the required provisions of Executive Order 7C. This amendment requires your immediate attention.

2.38 Executive Order No. 14:

This Agreement is subject to the provisions of **Executive Order No. 14 of Governor M. Jodi Rell promulgated April 17, 2006**. Pursuant to this Executive Order, the contractor shall use cleaning and/or sanitizing products having properties that minimize potential impacts on human health and the environment, consistent with maintaining clean and sanitary facilities.

2.39 Ethics and Compliance Reporting:

In accordance with the University’s compliance program, the University has in place an anonymous ethics and compliance reporting hotline service – 1-888-685-2637. Any person who is aware of unethical practices, fraud, violation of state laws or regulations or other concerns relating to University policies and procedures can report such matters anonymously. Such persons may also directly contact the University’s compliance office at: Office of Audit, Compliance, and Ethics, 9 Walters Avenue, Unit 5084, Storrs, CT 06269-5084; Phone 860-486-4526; Fax 860-486-4527. As a provider of goods and/or services to the University, you are hereby required to notify your employees, as well as any subcontractors, who are involved in the implementation of this contract, of this reporting mechanism.



2.40 Mandatory Affidavits:

In light of recent executive and legislative changes to Connecticut's state contracting requirements, the Office of Policy and Management ("OPM") has updated its contracting affidavits, certifications and affirmations. Pursuant to Conn. Gen. Stat. §§ 4-250 and 251, and Governor M. Jodi Rell's Executive Order No. 1, para 8, large State Contracts between the State of Connecticut and private entities are required to be accompanied by an Agency Certification and the appropriate Gift/Campaign Contribution Affidavit. Subsequently, Governor M. Jodi Rell's Executive Order No. 7C modified the contract thresholds provided in Conn. Gen. Stat. §§ 4-250 and 251 for all procurements with a value of \$50,000 or more in a calendar or fiscal year.

In addition, Section 51 of Public Act 05-287 requires that state agencies obtain Consulting Affidavits from contractors with whom the agencies contract for the purchase of goods or services, which contract has a total value of \$50,000 or more in any calendar or fiscal year. Section 37 of Public Act 05-287 also requires that for Large State Construction or Procurement Contracts state agencies provide contractors with a summary of state ethics laws developed by the State Ethics Commission. Such contractor must provide affirmations regarding the receipt and compliance of said summary for itself and its subcontractors and consultants.

Therefore, all state contracts that meet the requirements provided in the aforementioned decrees shall be accompanied by all appropriate affidavits, certification and affirmations. **Please include mandatory affidavits which can be found at:**  
<http://www.opm.state.ct.us/policies.htm#Office.Secretary>

**Your proposal response must include the following original, notarized affidavit(s) to be considered compliant:**

- **“Consulting Agreement Affidavit” – Form 5**

**Prior to final award of the contract the awarded vendor will be required to submit the following original, notarized affidavit(s):**

- **“Gift Certification” – Form 1**
- **“Campaign Contribution Certification” – Form 2**

2.41 SEEC Requirements:

With regard to a State Contract as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice, advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice.

### **PART 3 SPECIAL TERMS AND CONDITIONS**

- 3.1 Image Ownership/Copyright - Any work(s), including but not limited to illustration, photography, writing or design, generated under this RFP will be considered a “work made for hire” as defined by the copyright laws of the United States and the University of Connecticut shall retain all rights, title to and exclusive use of said work/media. The University of Connecticut holds the right to use this work in whole or in part in any other form including, but not limited to, marketing materials, advertising, other printed materials, electronic databases or Internet uses. The University reserves the right to edit and modify any media associated with this project.

You will agree to deliver the work to us at the agreed upon deadline and in a manner and form acceptable to the assigning editor or publication project manager. Upon acceptance of the work, the University of Connecticut will pay you for all rights in the work. You will not receive any further payment from the University of Connecticut unless otherwise agreed upon in advance.

You represent that except for materials provided to you by the University of Connecticut, that you will be the sole author of the work and all of your services are original with you and not copied in whole or in part from any other work; that your work will not be libelous or obscene, or knowingly violate the right of privacy or publicity, or any other rights of any person, firm or entity.

The vendor, at its own expense, will defend any suit which may be brought against the University to the extent that it is based on a claim that the writing or design furnished hereunder infringe a United States Copyright, and in any such suit which is attributable to such claim. This is upon the condition that the University shall give the vendor prompt written notice of such claim and full right and opportunity to conduct the defense thereof, together with full information and all reasonable cooperation, and upon further condition that the claimed infringement does not result from the combinations of designs or writings not included hereunder. No cost or expenses shall be incurred for the account of the vendor without its written consent. If principles of government or public law are involved, the University may participate in the defense of any such action. If, in the vendor's opinion, the work(s) supplied hereunder is likely to or does become the subject of a claim of infringement of a US Copyright, then without diminishing the vendor's obligation to satisfy final work(s), the vendor may, at its option and expense (1) obtain the right for the University to continue use of the work(s), (2) substitute for the alleged infringing work(s) other equally suitable work(s) to the University. The foregoing states the entire liability of the vendor with respect to the infringement of copyrights by the work(s) furnished hereunder or any party thereof.

- 3.2 Materials Ownership - All materials including, but not limited to film (including prep and stripped, final film), negatives, computer media, artwork, source code, proofs and mechanicals generated during the production of any job based on an award resulting from this RFP will become the property of the University of Connecticut.
- 3.3 Graphic Standards Compliance - Vendor will be responsible for strict compliance with the University’s graphic standards. Written standards will be provided. If vendor fails to comply or makes alterations without express written approval from the University Purchasing Department, vendor’s invoices will not be paid.
- 3.4 The University reserves the right to add additional items to any contract resulting from this RFP based on the needs of the University and the pricing contained herein, Part 9.

## PART 4 -SPECIFICATIONS

### PRODUCT/SERVICE FEATURES

#### 4.1 **Brochure Production - physical and electronic PDF**

Vendor will design, develop and implement a process/system by which MBA program (full-time, part-time and EMBA) inquiries are received by, or uploaded to, the vendor system, a personalized brochure is printed (and/or a PDF) tailored to the individual prospect (program and location), and is mailed (and/or emailed) out directly by the vendor. IMPORTANT - In the case of international inquiries, UConn must have the option to suspend a physical printed piece in exchange for an electronic PDF version that is emailed directly to the prospect (or a link is emailed to the prospect with the PDF housed on vendor server so as to reduce size of email transmission).

#### 4.2 **Personalized URLs (PURLs)**

In addition to the printed and/or electronic PDF brochure, the School requires the vendor to create a personalized URL (PURL) to be emailed to the prospect simultaneously.

#### 4.3 **Brochure Design/Creation**

UConn will supply vendor with design files (in QuarkXpress and/or Adobe InDesign) and images (eps, jpeg, and/or tiff) of existing brochure materials from which the vendor will create the POD brochure designs. UConn would prefer vendor with the ability to print PMS colors (i.e. UConn Blue – PMS 281), however vendors without the capability will also be considered.

#### 4.4 **Personalization and/or Variable Data**

Personalization **and/or variable data** of the brochure will initially include prospect name, program of interest (full-time, part-time, EMBA) and program location (Storrs, Hartford, Stamford, Waterbury). UConn would welcome additional personalization options suggested by vendor.

#### 4.5 **Postage**

Postage mark must be CT. Brochures must be mailed immediately after printing or within 24 hours. Postage must be actual cost.

#### 4.6 **Optional Cover Letter**

Vendor must also have the capability to print accompanying cover letters for the brochure (to be matched and mailed with brochure.)

#### 4.7 **Announcement Blocks**

The system must have alterable “announcement blocks” in predefined areas of the brochure to promote open house dates, speaker engagements, deadline notices, etc. UConn must have access to update this information (i.e. UConn does not want to make these updates/edits through vendor representative.)

#### 4.8 **Web-based User Interface**

The system must have a customizable, easy-to-use web-based interface, secure FTP site through which designated persons at UConn can upload inquiries and select/order appropriate brochure/design for printing. [IMPORTANT – UConn strongly prefers a web-based self-ordering system. Data feeds to vendor will be considered as secondary options.] The interface must also allow administrative access to update aforementioned announcement blocks (4.7).

**4.9 Frequency of Order/Processing**

Selected vendor must be able to process and print multi-version brochures on a daily basis, 5 days a week. The MBA programs collectively process 4,000-6,000 brochures annually; however it's possible that on any given day only one brochure is needed. Vendor must fully identify and explain costs associated with single orders, "batches," etc. (I.e. is there a processing fee for placing an order? Would the fee be daily? What about multiple orders (each campus ordering their daily brochures for their particular program) – do you consider them each one order or would you consider them collectively for the day as a batch? Etc.)

**4.10 Content Edits**

Vendor must either allow UConn to make content changes to brochure copy easily and with reasonable frequency OR perform the edits themselves within a reasonable period of time. "Reasonable time" should be clearly defined. Changes typically include course updates, faculty changes, fee information, etc.

**4.11 "Generic" Bulk Orders**

UConn must be able to generate generic brochures to be delivered at various campuses for monthly open houses, special events, career fairs, etc.

**4.12 Reports**

Vendor must provide reporting options with a minimum report built to display the quantity of brochures printed for each location/program for any given period of time – and the associated costs (print, postage, etc.)

**4.13 Support**

UConn demands 100% customer support satisfaction. To that end, the vendor must identify a primary account manager for UConn, provide a user manual and training for the user interface, offer system support via telephone and email, and must present an issue resolution (or escalation) model for ensuring problems are solved quickly, efficiently and with minimal disruption.

**4.14 Additional Projects**

UConn would also like the ability to develop, personalize and mail one-off projects such as Open House postcards, fundraising appeals, event invitations, etc. Vendor must outline process for creating additional POD pieces.

**4.15 PRICING - See Part 9 Pricing**

*Discounts and/or efficiencies should be clearly noted*

Initial Set-Up/Development

Maintenance

Hosting

Content editing

Transaction fees (per order; batches; etc.)

Brochure

Printed

Electronic PDF

PURL

Optional cover letter for brochure (print, match, mail, etc.)

All other costs not specified above

## PART 5 - EVALUATION CRITERIA

- 5.1** All proposals will be evaluated by a committee using the criteria listed below. The importance given to each element is represented proportionately by the respective weight assignments.
- 5.1.1** Overall quality, quantity, complexity and nature of the firm's experience in providing entire portfolio of desired services to institutions similar to the University of Connecticut or the School of Business as evidenced by samples/portfolio. Portfolio should demonstrate the firm's innovative and outstanding work, results/outcomes, as well as the firm's unique qualifications to provide these services.  
**Maximum points available: 35**
- 5.1.2** Demonstrated ability to deliver successful results as evidenced within bidder's proposal and portfolio.  
**Maximum points available: 15**
- 5.1.3** Ability, availability, and experience of employees to be assigned to the UConn School of Business account.  
**Maximum points available: 15**
- 5.1.4** Demonstrated customer satisfaction on previous projects of similar size and scope as evidenced through contracts with references provided by both the respondent and those identified by the University.  
**Maximum points available: 10**
- 5.1.5** Overall and individual component cost(s)/price(s) based on the respondent's proposal to meet all University requirements herein.  
**Maximum points available: 20**
- 5.1.6** Vendor's compliance with all the terms and conditions of RFP.  
**Maximum points available : 5**

**Total maximum points available: 100**

**PART 6**  
**REFERENCES**

Proposals should include at least three institutions where your organization is currently providing services of the type you are proposing for the University of Connecticut. Please include name, title, telephone number and e-mail address of a contact person at each institution.

References:	Company	Contact	Telephone No.	E-Mail Address
Reference #1	_____	_____	_____	_____
Reference #2	_____	_____	_____	_____
Reference #3	_____	_____	_____	_____
Reference #4	_____	_____	_____	_____
Reference #5	_____	_____	_____	_____

**PART 7** BIDDER'S QUALIFICATION STATEMENT

All bidders are required to file this form, properly completed, WITH THEIR PROPOSAL RESPONSE. Failure of a bidder to answer any question or provide required information may be grounds for the awarding authority to disqualify and reject their proposal. If a question or request for information does not pertain to your organization in any way, use the symbol "NA" (Not Applicable). Use additional 8 1/2" x 11" sheets with your letterhead as necessary.

1. Indicate the exact name by which this organization is known:

NAME: \_\_\_\_\_

2. How many years has this organization been in business under its present business name?

YEARS: \_\_\_\_\_

3. Indicate all other names by which this organization has been known and the length of time known by each name:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. What is the primary commodity/service provided by this business? How many years has this organization been in business providing this commodity/service?

Commodity/Service \_\_\_\_\_

Number of Years? \_\_\_\_\_

5. This firm is a: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

Joint Venture \_\_\_\_\_ Other \_\_\_\_\_

Women Owned \_\_\_\_\_ Minority Business \_\_\_\_\_

Set Aside Contractor \_\_\_\_\_

6. Provide names all supervisory personnel, such as Principals, Supervisors, and Sales Representatives, who will be directly involved with the contract on which you are now a bidder. Indicate the number of years of experience and number of years of which they have been in a Supervisory capacity.

Name                      Years Years/supervisor                      Telephone/Fax #'s

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7. Trade References: Names, addresses and telephone numbers of several firms with whom your organization has regular business dealings:

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(Attach additional sheet if necessary)

8. Has your organization ever failed to complete a contract, or has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract? If so, indicate the circumstances leading to the project failure and the name of the company that provided the bonding for the failed contract(s):

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9. List all legal or administrative proceedings currently pending or concluded adversely within the last five years which relate to procurement or performance of any public or private service/maintenance contracts.

1. Attached \_\_\_\_\_

2. N/A \_\_\_\_\_

Dated \_\_\_\_\_ at \_\_\_\_\_

Name of Organization:

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature \_\_\_\_\_

(Print Name) \_\_\_\_\_

Title \_\_\_\_\_



## PART 8 – PRICING

### Costs:

**All costs associated with providing the Print on Demand Solution for the School of Business as submitted in your proposal including, but not limited to the set-up, development, and training must be provided in a section titled "Response to Part 8 - Pricing", separated from the rest of the proposal.**

Pricing **must** include, at a minimum, the costs to complete the following as detailed in Specifications, Part 4:

*Discounts and/or efficiencies should be clearly noted*

Initial Set-Up/Development

Maintenance

Hosting

Content editing

Transaction fees (per order; batches; etc.)

Brochure

Printed

Electronic PDF

PURL

Optional cover letter for brochure (print, match, mail, etc.)

All other costs not specified above

**PART 9  
UNIVERSITY OF CONNECTICUT  
FORM OF PROPOSAL FOR # KW042007**

TO: University of Connecticut  
Purchasing Department  
3 North Hillside Road Unit 6076  
Storrs, CT 06269-6076

The undersigned respondent, in response to your request for proposal for the above contract, having examined the proposal documents and being familiar with the conditions surrounding the proposed contract, including the availability of labor and supplies, hereby propose to provide services in accordance with these documents and submit for your consideration the following unit costs

Respondent hereby acknowledges receipt of the following addenda which are a part of the proposal documents:

NO.   1  , Dated

NO.   2  , Dated

NO.   3  , Dated

Respondent understands that the university reserves the right to reject any and all proposals, waive irregularities or technicalities in any proposal, and accept any proposal in whole or in part which it deems to be in its own best interest.

Respondent agrees that this proposal shall be good and may not be withdrawn for a period of sixty (60) calendar days after the public opening and reading of the proposals.

Respondent hereby certifies: a) that this proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; b) the respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham proposal; c) that the respondent has not solicited or induced any person, firm or corporation to refrain from bidding; and d) that the respondent has not sought by collusion to obtain any advantage over any other respondent or over the university.

Date Submitted: \_\_\_\_\_, 2007

Firm name: \_\_\_\_\_

Address: \_\_\_\_\_

City and State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

By: \_\_\_\_\_

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

Signature of Owner or Authorized Officer

Telephone # \_\_\_\_\_

Facsimile: \_\_\_\_\_

**PART 10**  
**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**  
**CONTRACT COMPLIANCE REGULATIONS**

**NOTIFICATION TO BIDDERS**

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

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**INSTRUCTIONS AND OTHER INFORMATION**

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidders’ good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) **Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

<p><b>MANAGEMENT:</b> Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.</p> <p><b>BUSINESS AND FINANCIAL OPERATIONS:</b> These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.</p> <p><b>COMPUTER SPECIALISTS:</b> Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists</p> <p><b>ARCHITECTURE AND ENGINEERING:</b> Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.</p> <p><b>OFFICE AND ADMINISTRATIVE SUPPORT:</b> All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, payroll clerks, bill and account collectors, customer service representatives, files clerks, dispatchers, shipping clerks, secretaries and administrative assistants, computer operators, mail clerks, and stock clerks.</p>	<p><b>BUILDING AND GROUNDS CLEANING AND MAINTENANCE:</b> This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.</p> <p><b>CONSTRUCTION AND EXTRACTION:</b> This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..</p> <p><b>INSTALLATION, MAINTENANCE AND REPAIR:</b> Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.</p> <p><b>MATERIAL MOVING WORKERS:</b> The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.</p>
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3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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 BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information  
 (Page 3)

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number _____ Or Social Security Number _____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1)  -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__
Bidder Parent Company (If any)	- Bidder is certified as above by State of CT Yes__ No__
Other Locations in Ct. (If any)	- DAS Certification Number _____

PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__	9. Does your company have a mandatory retirement age for all employees? Yes__ No__
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__
6. Does your company have a collective bargaining agreement with workers? Yes__ No__ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__	12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain.  13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number. _____

Part III - Bidder Subcontracting Practices

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__  1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)  1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes__ No__
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PLEASE COMPLETE REVERSE SIDE

JOB CATEGORY	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation, Maintenance & Repair											
Material Moving Workers											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

**PART V - Bidder Hiring and Recruitment Practices**

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination	
SOURCE	YES	NO	% of applicants provided by source				
State Employment Service					Work Experience		
Private Employment Agencies					Ability to Speak or Write English		
Schools and Colleges					Written Tests		
Newspaper Advertisement					High School Diploma		
Walk Ins					College Degree		
Present Employees					Union Membership		
Labor Organizations					Personal Recommendation		
Minority/Community Organizations					Height or Weight		
Others (please identify)					Car Ownership		
					Arrest Record		
					Wage Garnishments		

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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**ATTACHMENT A**

Provisions of this Contract Required by Connecticut General Statutes 4a-60

(a) Every contract to which the State or any political subdivision of the State other than a municipality is a party shall contain the following provisions: (1) The Contractor agrees and warrants that in the performance of the contract such Contractor will not discriminate or permit discrimination against any persons 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 prevent performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that the 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;(2) the Contractor to state that is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which 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; (4) the Contractor agrees to comply with each provision of this section and sections (46a-68e) and (46a-68f) and with each regulation or relevant order issued by said Commission pursuant to sections (46a-56),(46a-68e) and (46a-68f); (5) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission , and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as related to the provisions of this section and section (46a-56). If the contract is a public works contract, the Contractor agrees and warrants that they will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.

(b) For 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: (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 member of a minority, as such term is defined in subsection (a) of section (32-9n); and "good faith efforts" shall include, but shall 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.

(c) Determination of a Contractor's good faith efforts shall include but 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 other such reasonable activities efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The Contractor shall include the provisions of subsection (a) 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 the subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any 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); 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.

Provisions of this Contract Required by Connecticut General Statutes 4a-60a

(a) The Contractor agrees to the following provisions: (1) The Contractor agrees and warrants that in the performance of the contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) ) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each 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; (3) the Contractor agrees to comply with each provision of this section and sections (46a-68e) and (46a-68f) and with each regulation or relevant order issued by said Commission pursuant to sections (46a-56),(46a-68e) and (46a-68f) of the General Statutes

(b) 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 related to the provisions of this section and section (46a-56). If the contract is a public works contract, the Contractor agrees and warrants that they will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.

(c) The Contractor shall include the provisions of subsection (a) 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 the subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any 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); 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.

**INSTRUCTIONS TO BIDDERS**

2. All bids must be submitted on and in accordance with this form. If more space is required to furnish a description of the commodities and/or services offered or delivery terms, the bidder may attach a letter hereto which will be made part of the bid.
3. Bids and amendments thereto, or withdrawal of bids submitted, if received by the University after the date and time specified for the bid opening, will not be considered.
4. Prices should be stated in units of quantity specified, with packing and delivery to destination included.
5. The time of proposed delivery must be stated in definite terms. If time of delivery for different commodities varies, the bidder shall so state.
6. Samples, when requested, must be furnished free of expense and if not destroyed, will, upon request, be returned at the bidder's risk and expense.
7. Bids must show unit price, amount and grand total or bid may be rejected.
8. Unless qualified by the provision "NO SUBSTITUTE" the use of the name of a manufacturer, brand, make or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired, but the commodity on which proposals are submitted must be of the same character, quality and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified. In submitting a proposal on a commodity other than as specified, bidder shall furnish complete data and identification with respect to the alternate commodity he proposes to furnish. Consideration will be given to proposals submitted on alternate commodities to the extent that such action is deemed to serve best the interests of the State. If the bidder does not indicate that the commodity he proposes to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact commodity described.
9. In the event that you are unable to submit a proposal against this bid, we will appreciate your advising this office to that effect. Failure to submit proposals against three consecutive bids will result in your name being removed from the mailing list, unless a specific request is made in writing for the retention of your name on said list.
9. The contractor agrees and warrants that in the performance of this contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, age, physical disability, including but not limited to blindness, or learning disability, unless it is shown by such contractor that such disability prevents performance of the work involved in any manner prohibited by the laws of the United States or of the State of Connecticut, and further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the contractor as related to the provisions of this contract.
10. This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971 and, as such, this contract may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any state or federal law concerning nondiscrimination, notwithstanding that the State Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion. The contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the state labor commissioner to implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the state labor commissioner.
11. This contract is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be canceled, terminated or suspended by the contracting agency of the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the State Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have a joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.
12. The University of Connecticut is an equal opportunity employer.

**AWARD AND CONTRACT**

1. The University reserves the right to award by item, groups of items or total bid; to reject any and all bids in whole or in part, and to waive any informality or technical defects if, in its judgment, the best interests of the University will be served.
2. Cash discounts may be offered by bidder for prompt payment of bills, but such discount will not be taken into consideration in determining the low bidder but will be taken into consideration in awarding tie bids. The discount period will be computed from the date delivery is accepted at destination or from date correct invoice is received by the consignee, whichever is the later date.
3. ACCEPTANCE OF A BID BY THE UNIVERSITY IS NOT AN ORDER TO SHIP.
4. Each bid is received with the understanding that the acceptance in writing by the University of the offer to furnish any or all of the commodities and/or services described therein, shall constitute a contract between the bidder and the University, which shall bind the bidder on his part to furnish and deliver the articles quoted on at the prices stated and in accordance with the conditions of said accepted bid; and the University on its part to order from such contractor, except for causes beyond reasonable control; and to pay for, at the agreed prices, all articles specified and delivered.
5. In event of default by the contractor, the University reserves the right to procure the commodities and/or services from other sources, and hold the contractor liable for any excess cost occasioned thereby. If, however, public necessity requires use of material or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper reduction in price.
6. The contractor guarantees to save the University, its agents or employees, harmless from liability of any nature or kind, for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, of which the contractor is not the patentee, assignee or licensee.
7. It is understood and agreed that the contractor shall not be held liable for any failure or delays in the fulfillment of his contract arising from strikes, fires, or acts of God, or any other cause or causes beyond his reasonable control.
8. In the event there is a need for material bonding, performance bonding and/or insurance, the bidder will provide the bonding and/or insurance when requested and do this within fifteen (15) days after receipt of our notification of apparent low bidder, otherwise, the University reserves the right to go to the next qualified bidder who can comply.

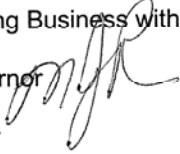




M. JODI RELL  
GOVERNOR

STATE OF CONNECTICUT  
EXECUTIVE CHAMBERS

**MEMORANDUM**

To: Vendors Conducting Business with the State of Connecticut  
From: M. Jodi Rell, Governor   
Subject: State Ethics Policy  
Date: September 28, 2004

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As you are undoubtedly aware, state government is striving to improve how it conducts its business. The task force charged with analyzing the state contracting process recently recommended to me several areas which require improvement. I expect to implement a number of those recommendations. Your assistance is needed in order to facilitate change.

While the state ethics code does not prohibit gifts to state employees altogether—for example, the law permits employees to accept a gift in celebration of a major life event and up to \$50 per calendar year in food and beverage—the intent of the code is clear. State employees should not just avoid impropriety, but even the mere appearance of impropriety, and should forego accepting gifts from those with whom the state does business.

I would also call your attention to section 1-84(m) of the Connecticut General Statutes, which prohibits state employees from accepting gifts from those who do business, or seek to do business, with the employee's agency or department. Vendors and prospective vendors are also prohibited from knowingly giving gifts to state employees in violation of this section.

My request to you is this, no matter how well-intentioned or appreciative you may be of an employee's assistance, I would ask that you refrain from offering a state employee a gift of any kind, including, but not limited to, meals and beverages. Offering a gift to an employee puts the employee in the rather uncomfortable position of having to decline the gift or ascertain its monetary value and consult with an attorney and/or the state Ethics Commission.

I expect—and indeed the residents of this state deserve—state government employees to adhere to the highest ethical standards, which may entail more stringent practices than even the ethics code provides. With your assistance, the state should be well on its way to restoring the public's faith in state government.

I would appreciate it if you would communicate this message to your employees. Thank you for your cooperation and understanding.

STATE CAPITOL, HARTFORD, CONNECTICUT 06106  
TEL: (860) 566-4840 • FAX: (860) 524-7396  
[www.state.ct.us/governor](http://www.state.ct.us/governor)

**NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN**

This notice is provided under the authority of Connecticut General Statutes 9-612(g)(2), as amended by P.A. 07-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

**Campaign Contribution and Solicitation Ban**

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract* or *state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to, or *solicit* contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee;

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

**Duty to Inform**

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

**Penalties for Violations**

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

Civil penalties--\$2000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of \$2000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or \$5000 in fines, or both.

**Contract Consequences**

Contributions made or solicited in violation of the above prohibitions may result, in the case of a state contractor, in the contract being voided.

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

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

Additional information and the entire text of P.A 07-1 may be found on the website of the State Elections Enforcement Commission, [www.ct.gov/seec](http://www.ct.gov/seec). Click on the link to "State Contractor Contribution Ban."

Definitions:

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

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

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

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

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

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

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

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

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Gift Certification

Gift certification to accompany State Contracts with a value of \$50,000 or more in a calendar or fiscal year, pursuant Conn. Gen. Stat. §§ 4-250 and 4-252, and Governor M. Jodi Rell's Executive Order No. 7C, para. 10.

I, Type/Print Name, Title and Name of Firm or Corporation, am authorized to execute the attached contract on behalf of the Name of Firm or Corporation (the "Contractor"). I hereby certify that between mm/dd/yy (planning date) and mm/dd/yy (date of the execution of the attached contract) that neither myself, the Contractor, nor any of its principals or key personnel who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation of this contract, nor any agent of the above, gave a gift, as defined in Conn. Gen. Stat. § 1-79(e), including a life event gift as defined in Conn. Gen. Stat. § 1-79(e)(12), to (1) any public official or state employee of the contracting state agency or quasi-public agency who participated directly, extensively, and substantially in the preparation of the bid solicitation or request for proposals for the contract (if applicable) or in the negotiation or award of this contract; or (2) any public official or state employee of any other state agency who has supervisory or appointing authority over the state agency or quasi-public agency executing this contract, except the gifts listed below:

Name of Benefactor Name of recipient Gift Description Value Date of Gift

List information here

Further, neither I nor any principals or key personnel of the Contractor, nor any agent of the above, knows of any action by Contractor to circumvent such prohibition on gifts by providing for any other principals, key personnel, officials, employees of Contractor, nor any agent of the above, to provide a gift to any such public official or state employee.

Further, the Contractor made its bid or proposal without fraud or collusion with any person.

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

Signature

Date

Sworn and subscribed before me on this day of , 200

Commissioner of the Superior Court
Notary Public

STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT  
Policies and Guidelines

**Campaign Contribution Certification**

*Campaign contribution certification to accompany State Contracts with a value of \$50,000 or more in calendar or fiscal year, pursuant to Conn. Gen. Stat. § 4-250 and Governor M. Jodi Rell's Executive Orders No. 1, para 8 and No. 7C, para 10.*

I, Type/Print Name, Title and Name of Firm or Corporation, hereby certify that during the two-year period preceding the execution of the attached contract, neither myself nor any principals or key personnel of the Name of Firm or Corporation who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation or award of this contract, nor any agent of the above, gave a contribution to a candidate for statewide public office or the General Assembly, as defined in Conn. Gen. Stat. §9-601a, except as listed below:

<u>Contributor</u>	<u>Recipient</u>	<u>Amount/Value</u>	<u>Date of Contribution</u>	<u>Contribution Description</u>
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List information here

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

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

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Consulting Agreement Affidavit

Consulting agreement affidavit to accompany state contracts for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Conn. Gen. Stat. §4a-81.

This affidavit is required if a bidder or vendor has entered into any consulting agreements whereby the duties of the consultant include communications concerning business of such state agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. Pursuant to Conn. Gen. Stat. §4a-81, "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 chapter 10 of the general statutes as of the date such affidavit is submitted in accordance with the provisions of this section.

I, Type/Print Name, Title and Name of Firm or Corporation, hereby swear that I am the chief official of the bidder or vendor of the Contract or authorized to execute such Contract. I further swear that I have not entered into any consulting agreement in connection with such contract, except the agreements listed below:

Contractor's Name, Title and Firm or Corporation:

Terms of Consulting Agreement (Date of Execution, Amount, Expiration Date):

Brief Description of Services Provided (Purpose, Scope, Activities, Outcomes):

Yes No Is the Consultant a former state employee or public official?

If yes, provide the following information about the former state employee or public official:

- Former Agency:
Date Such Employment Terminated:

Attach additional sheets if necessary. This affidavit must be amended if Contractor enters into any new consulting agreements during the term of this Contract

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

Signature

Date

Sworn and subscribed before me on this day of, 200

Commissioner of the Superior Court

Notary Public