



Website Development and Management Services
for
CTNext

Request for Proposals
July 24, 2019

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July 24, 2019

CTNext is looking a firm to design and build a new website that will serve as the content platform for our efforts to help Connecticut's growing community of entrepreneurs and innovators find the resources they need to succeed, to strengthen and expand the state's innovation ecosystem, and to educate people inside and outside our borders about our achievements and potential as a home for innovators. The vision for that website is detailed in the rest of this document.

But, we are also looking for a firm that can help us strategize and implement programs that will enable us to capitalize fully on the opportunities this website provides. For that reason, we are evaluating proposals not only on how well they meet our defined criteria, but also as a demonstration of the applying firm's creativity, strategic depth and capabilities, and ability to work with a small (but nimble!) group such as CTNext.

In addition, we wish to stress – if it's not made clear throughout this RFP – the visual creativity and impact of this website REALLY matters to us. We want a website that accomplishes all the communications objectives stated in this document, but it must also have a design that reflects the innovative and creative character of Connecticut's entrepreneurs. We are not asking for any spec designs or work for this project in advance, but we do ask that in selecting what prior work you are going to share with us, you choose work that demonstrates your capability for visually compelling design and intuitive user/navigation experience.

Thank you, in advance, for you and your team's hard work in preparing your proposal.

Glendowlyn L.H. Thames
Executive Director

Tom Bradley
Director, Marketing & Communications

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I. RFP Process Summary

Regarding: Website Development, CTNext

Release Date: July 24, 2019

Letter of Intent to Submit a Proposal Due Date: August 2, 2019

Proposals Due Date: August 30, 2019

Services Required:

- a) Development of a new website for CTNext (ctnext.com), including all planning, technical and graphic design development, and testing; establishing a new web host.
- b) Training CTNext staff in use and functionality.
- c) Assisting CTNext with SEO strategy and integrating new site functionality and content into social media strategy.
- d) Providing ongoing maintenance and trouble-shooting services for the site for at least two years.
- e) Assisting in the development of new content and functionality as needed for at least two years; partnering with us in a proactive relationship – offering ideas on an ongoing basis for new tools, strategies, etc.

Submittal Requirements

If your firm is interested in submitting a proposal, the following requirements should be observed:

1. All firms intending to submit proposals must send a letter-of-intent to CTNext by Friday, August 2, 2019 at 5pm. Letters can be emailed to thomas.bradley@ctinnovations.com.
2. A one-hour bidders' conference will be held at CTNext's offices for all interested firms at 11AM on Tuesday, August 13. Applicants will have the chance to ask questions about the RFP at that time, and answers will be shared with all in attendance.
3. All subsequent inquiries related to the RFP process shall be directed to Thomas Bradley, Director of Marketing and Communications. Firms submitting a proposal shall not contact any CTNext or Connecticut Innovations board member or staff member other than Mr. Bradley. If in CTNext's sole discretion the response to any such inquiry would be of general interest to potential proposers, the inquiry and answer will be

shared via email with all applying firms within 48 hours. No questions can be submitted after Tuesday, August 20 at noon.

4. The format of a proposal should follow the outline set forth here:

Format

All proposals should include detailed information in the following categories:

- Summary of relevant qualifications/services
 - Examples – relevant experience, portfolio samples
 - Detailed description of your process
 - Key thoughts/insights into meeting our requirements/achieving our goals. Also, are there issues/problems/opportunities we need to consider that are not anticipated in this RFP?
 - Timetable (not dates, but steps in process and how long each takes)
 - Estimated costs by component (e.g., planning, design, testing, training, etc.)
5. Responses to each question or issue should begin on a new page.
 6. Your proposal must be emailed to Mr. Bradley at thomas.bradley@ctinnovations.com no later than 3:00 p.m., Friday, August 30, 2019.
 7. The subject line of said email should state “Proposal for Website Development/CTNext.”
 8. The General Requirements and Conditions in Section V of the RFP are incorporated herein. The submission of a proposal in response to this RFP shall be deemed acceptance by the proposer of the General Requirements and Conditions.
 9. Two or three finalists will be selected from the proposals submitted and invited to present their proposals to CTNext leadership at a meeting on September 20, 2019 (time TBD). Finalists will present individually.

Request for Proposals Website Development and Management CTNext

II. Information Regarding CTNext and Connecticut's Innovation Ecosystem

Background

CTNext

In 2016, via Public Act 16-3, the Connecticut General Assembly passed a comprehensive bill that bolstered the state's focus and investment enabling entrepreneurship and innovation to thrive in Connecticut as a driver of economic impact and growth. As a wholly-owned subsidiary of Connecticut Innovations, the state's venture capital arm, the goal is to leverage public and private investment to help create, seed, and support programs and initiatives to help entrepreneurs succeed – particularly, but not exclusively, in innovation and tech-based industries. For more information, visit www.ctnext.com or reference CTNext's enabling legislation at <https://www.cga.ct.gov/2016/ACT/pa/2016PA-00003-R00SB-00502SS1-PA.htm>.

CTNext programs include:

Innovation Places: A place-based innovation ecosystem development program funding multiple innovation initiatives in four hub cities: Hartford/East Hartford, New Haven, Stamford, and Groton/New London, e.g., insurtech and digital health accelerators in Hartford, bioscience accelerators and talent initiatives in New Haven, “placemaking” programs in Stamford (creating spaces where entrepreneurs can meet, work, share ideas, recruit talent, etc.), and a coalition of maritime companies in Groton/New London.

Mentor Network: CTNext offers a growing network of mentors to CEO's and founders.

Entrepreneur Innovation Award (EIA): A “shark tank” style pitch presentation event, held three times a year, in which startups can win grants of \$10,000 or more.

Higher Education Partnerships: CTNext funds programs developed by partnerships of the state's colleges and universities that provide resources to student- and faculty-led ventures while strengthening a workforce that is ready for the 21st century economy. We also manage the Technology Talent Bridge program which funds internships enabling startups to hire skilled college students with high-level skills, internships that frequently lead to full-time employment

Direct Grants: We also provide direct funding to promising startups and early-stage companies through Growth Company Grants and our Entrepreneur's Learners Permit (see website).

In addition to these programs, CTNext acts as advocate and public educator for Connecticut's innovators and entrepreneurs.

Innovation Ecosystem

What is an "innovation ecosystem?" Basically, the ecosystem is the totality of all the resources, services, programs and institutions that enable entrepreneurs (startups, early-stage companies) to take hold and grow in Connecticut. (It's a term that's in use throughout the nation in economic development circles.) The ecosystem also supports innovation – an essential element in increasing the competitiveness of new and existing companies in every sector of the economy.

A partial list of participants in the ecosystem includes:

- Colleges/universities
- Research transfer (from the lab to product development)
- Entrepreneurial education
- Talent development (educating STEM-skilled workforce)
- Mentoring
- Business incubators
- Accelerators (programs to help startups gain management knowledge, make connections with potential investors, partners and customers)
- Maker spaces/Hackerspaces
- Industry associations
- Technical assistance
- Networking facilities and resources
- Investors (venture capital, angel investors, institutional investment)

III. Description of Services Required, Core Objectives, Functionality and Deliverables Sought

Summary – Services Required

CTNext is the state entity created to enable the establishment of an “innovation ecosystem” in Connecticut. In short, its mission is to help build, fund and support a network of resources to help new businesses – especially innovation-based businesses – to grow and succeed in Connecticut.

CTNext’s current website does not adequately support the organization’s mission, which is twofold: One, to create and/or support programs and resources that help entrepreneurs and innovators; and two, to act as a voice promoting the value of the ecosystem, and educating those within and outside the ecosystem to encourage greater engagement and interaction, and to inspire further innovation and business development.

CTNext was originally conceived as a membership organization that would provide services and promote interaction among members of its network. While we still promote engagement with our resources and those offered by others in the ecosystem (frequently with our sponsorship), we also want the site to serve as a platform for the equally important goal of educating those within and outside the ecosystem about the expansion of entrepreneurship and innovation in Connecticut, and its value to our economic future.

For that reason, CTNext needs a new website that provides a content platform for informing entrepreneurs about specific programs within the ecosystem (and frequently providing the first steps in engaging with those programs), and also gives us a vehicle for content/stories that educate all stakeholders about entrepreneurship and innovation in Connecticut.

Core Objectives

1. We have a high level of engagement with our website for our programs with the greatest participation, e.g., Higher Ed/Tech Talent Bridge, EIA. But right now, except for a blog that is little read and has negligible return readership, our website does not support our mission to serve as a voice for entrepreneurship and innovation. We need a website that continues to provide the specific information and interactions necessary for engagement with our programs, but that will also grow into a vital platform for educating stakeholders – entrepreneurs, partners, industry, government, institutions, news media, and the public – about the value of a growing, strengthening entrepreneurial ecosystem.

We need a vehicle for communicating the stories that illustrate that message on an ongoing, clear basis in a way that establishes the site as a source of expertise and insight – without sacrificing its essential functionality as “home base” for the extremely important programs we offer and promote.

2. Our content, on both the program and advocacy sides, must be updated frequently. For that reason, the platform used to create this site must allow us to make those content updates ourselves, with minimal complexity. Very little of this site’s content will be fixed for an extended time. That said, the structure itself will not require frequent revision or updating. Our current site is a WordPress site that, although visually bland, provides us the capability for frequent updating internally. Our team is well-trained and adept at using WordPress. So, unless there is a compelling reason to switch, we prefer a new site developed in WordPress, with a structure that provides maximum flexibility as we add content and expand site functionality.

Functionality and Deliverables

Overall – User Experience

As mentioned above, the website must serve two primary aspects of our mission: one, by providing a content platform for continuously updated information to educate our target audiences about Connecticut's advantages as a location for startup and early-stage businesses, as a center of innovation, and of the growth and impact of its innovation ecosystem; and two, by serving as the state's leading resource for entrepreneurs to access funding, services, and support provided by the state and other institutions/organizations within the ecosystem.

The two sections have two very different objectives in terms of user experience:

The **public education content** section should invite browsing, almost like a magazine.

- It will consist of several categories of content (e.g., articles, videos, photos) that can be updated on an ongoing basis, including:
 - Success stories (companies making it in Connecticut)
 - Partner profiles (of organizations in the ecosystem)
 - Testimonials
 - Key industries (articles on biosciences, fintech/insurtech, advanced manufacturing, maritime, digital media)
 - Talent (stories of what Connecticut is doing to develop and expand the tech talent pool required to compete in the digital economy)
 - Higher education (stories illustrating how universities and colleges are enhancing entrepreneurship, and promoting innovation)

The **resource access** section, however, should emphasize providing the most direct access to information about specific resources and programs for entrepreneurs. In this way, it should be similar to the existing CTNext website, but with more context provided by grouping programs by need and constituent group.

For example, funding programs could be organized like so:

Funding

- Funding for Companies
- Funding for Ecosystem Builders/Organizations
- Funding for Higher Education Initiatives

It is essential that users know as soon as they arrive on the home page that both “sides” of the website exist -- and that they do not have to search substantially to find a path into either type of content. Ideally, visitors who come for the answer to a specific question will be inspired to browse both sides and to learn more about Connecticut and the innovation ecosystem.

Why WordPress?

- WordPress makes updating and adding content easy for CTNext staff
- CTNext requires several functions, some that require plugins, that Wordpress enables more easily – e.g., application forms for grants and other programs, contract status reporting, budget snapshots, etc.
- CTNext’s team is well trained in WordPress use
- As a quasi-state agency, CTNext is required to retain documents and information, and much of what we have archived is accessible through WordPress

Examples of commonly used WordPress “back end” functions include:

- Application for EIA pitch competitions
- Grantee self-assessments
- Quarterly metrics/results reports
- Intern resume submissions
- User surveys
- Posting RFPs
- Contract financial status reports

Important Requirements re Functionality

Tone

The tone and graphic design of this website should reflect innovation and entrepreneurship, the focus of CTNext’s mission. The tone should be bright, technological, and energetic

Links

Links to external information sources will be included frequently in all section and in all copy.

Editing

CTNext internal staff need to have the ability to edit content, and add additional content, to the “front-end” sections of the website. The website designer/service provider will be expected to be on call to help create/add new functionality, particularly on back-end functions requiring new programming, and deal with bugs/errors/malfunctions on an as-needed basis.

Search Engine Optimization (SEO)

As part of the development process, we expect to work with the design firm to build SEO into the website and help train staff to integrate SEO elements into new content as developed.

Mobile

It is essential that the final website design be completely effective on all major mobile platforms as well as on desktop and in all major browsers.

Social Media

We would prefer to work with a service provider who can assist us with developing a strategy integrating the content platform provided by our new website and a new, expanded social media strategy. That work is not part of this proposal request, but the capacity to do such work will be considered an asset.

Accessibility

Although CTNext is not technically required to meet all state website accessibility standards, our goal is to do just that and ensure that all users can access the information on our site.

FOIA

CTNext is required to meet all Freedom of Information Act (FOIA) standards for archiving of materials/documents, and enabling access to those documents. This site must be designed to allow us to meet those requirements.

IV. Proposal Components

A. Cover Letter

B. Basic Information:

- Name, address, and contact information for your firm and for team leader/point person overseeing this proposal.
- Number of people in firm, years in existence
- Current client list
- Leadership team, identifying owners
- Brief description of all services, capabilities

C. Qualifications/Experience

- Summary of Relevant Experience – Please describe 3-5 relevant projects that demonstrate your capabilities, knowledge, expertise and success with website development, your experience working with government agencies and/or business development, higher education, and other related organizations. Briefly describe:
 - The assignment and goals
 - The website, and how it helped meet those goals
- Relevant Work Examples (no more than 3) – Please provide work samples that demonstrate your website development and design capabilities, preferably work related to the projects described in your Summary of Relevant Experience. Screen captures, links, and image files are all acceptable formats. Preferably, examples will include desktop and mobile work; we would especially like to see examples with both versions.

D. Detailed Description of Your Development Process

- Describe how you would:
 - Organize client contact/project management
 - Staff the project
 - Collect the information you need
 - Work with us to define goals and objectives

- Define steps in the process, and create a timetable
- Update us as the project progresses
- Train CTNext staff for optimal use of the new site
- Structure a team that could support the CTNext site and team on an ongoing basis

E. Key Thoughts/Insights

- Describe to us any insights or questions our description of the project in this RFP has inspired. Do you have any concerns? Suggestions for a different strategy? What do you think will be the largest obstacles in our achieving our vision?

F. Timetable

- Knowing what you know from the information in this RFP, please provide a rough timetable for planning and implementation of this project through the point where the site goes live. Don't bother with specific dates; we are interested in learning how long you think each step in the process would likely take.

G. Cost Estimate

- Please provide an estimate of the cost of services covering the entire scope of work as described in this RFP. We would prefer an estimate that breaks out the cost of site development through launch; the cost of staff training in how to use the site; and a third number (or fee estimate) covering ongoing support (including both ongoing maintenance and proactive submission of ideas and opportunities).

V. General Requirements and Conditions

1. If your firm elects to respond to this RFP, submission of your proposal constitutes acceptance of the following understandings:
 - a. All communications with respect to this RFP shall be directed to Thomas Bradley, Director of Marketing and Communications, CTNext, by means of email at thomas.bradley@ctinnovations.com. No other person is authorized to provide information with respect to this RFP, and contact with any employee, officer or board member of CTNext or CI with respect to this RFP is prohibited. Proposers who violate this condition will be disqualified. Questions and requests for clarification with respect to this RFP must be submitted in writing in accordance with the communications protocol set forth above on or before (DATE). If in CTNext's sole discretion the response to any such inquiry would be of general interest to potential proposers, the inquiry and CTNext's answer will be posted on www.ctnext.com.
 - b. Proposals must be submitted by email to Mr. Bradley no later than 3:00 p.m. on Friday, August 30th. Proposals received later than that date and time will not be considered.
 - c. Prices quoted will be applicable to the entire term of the contract and will not be subject to alterations without the prior written consent of CTNext.
 - d. CTNext reserves the right to cancel this RFP, reject any or all of the proposals received in response to the RFP, to waive defects or irregularities in any proposal or to cancel or modify the RFP in any way, and at any time CTNext chooses, at its sole discretion, if CTNext determines that it is in the best interest of CTNext.
 - e. CTNext further reserves the right to negotiate terms and fees with one or more proposers without notice to other proposers and to make awards under this RFP without discussion of the proposals received. Proposals should be submitted on the most favorable terms from a technical, qualifications and price standpoint. CTNext will select the proposal or proposals that best meet its needs. While cost will be a factor to be considered, CTNext is not required and reserves the right not to accept the lowest priced proposal.
 - f. The RFP is non-exclusive, and CTNext reserves the right to select more than one proposer, to divide the work between one or more proposers, or to retain other firms for any of the work. CTNext may assign work from time to time in its discretion to one or more of the selected proposers, but selection and the execution of a contract does not guarantee the assignment of work. Any contract

resulting from this RFP will be subject to termination by CTNext at its convenience, subject only to the obligation to pay for work previously assigned and completed.

g. CTNext will not be responsible for any expenses incurred by any proposer in conjunction with the preparation or presentation of any proposal with respect to this RFP.

h. CTNext is a “public agency” for purposes of the Connecticut Freedom of Information Act (“FOIA”). Accordingly, upon receipt at the office of CTNext, your proposal will be considered a public record or file subject to disclosure under the FOIA. The FOIA includes an exemption for responses to a request for proposals in a contract award process until the contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier. CTNext has determined that it is in the public interest to maintain the temporary confidentiality of proposals pursuant to this FOIA exemption.

The FOIA also includes exemptions for “trade secrets” and “commercial or financial information given in confidence, not required by statute.” This exemption allows, but does not require, CTNext to withhold information that qualifies under these exemptions, which exemptions remain available so long as the information continues to be treated by the submitting party as confidential and is not readily available to the public from other sources. Only the particular information falling within one of these exemptions can be withheld by CTNext if made the subject of a public records request under FOIA. Therefore, a proposer must specifically identify those particular sentences, paragraphs, pages, sections or exhibits that it claims to be exempt, together with a convincing explanation and rationale sufficient to support the claim of confidentiality for purposes of Section 1-210(b) of the Connecticut General Statutes in terms of the prospective harm to the competitive position of the submitting party if such information were to be released. In the absence of such identification and explanation, any claim that particular information is exempt from FOIA disclosure will be deemed to have been waived. If a public records access request is made, CTNext is required to, and reserves the right to, determine (a) whether information included in a proposal qualifies under these exemptions, and (b) whether to withhold the information.

Proposers should be aware that CTNext has no obligation to initiate, prosecute or defend any legal proceeding or to seek to secure any protective order or other relief to prevent disclosure of any information pursuant to a FOIA request, the proposer will have the burden of establishing the availability of any FOIA exemption in any such legal proceeding, and in no event shall CTNext or any of its officers, directors or employees have any liability for disclosure of documents or information in the possession of CTNext which CTNext, or such officer, director or employee, in good faith, believes to be required pursuant to the FOIA or other requirements of law.

In the event of a public records request for a proposal, CTNext may provide a copy of the proposal with all or part of the information redacted for which an exemption has been claimed on the basis of confidentiality. For this purpose, CTNext may request, and each proposer by submission of a proposal agrees promptly to provide to CTNext, a version of such proposal from which all information has been redacted for which a claim of FOIA exemption based on confidentiality has been made.

i. Except as otherwise expressly provided in an agreement with CTNext, all work product developed under a contract awarded as a result of this RFP shall be the sole property of CTNext.

j. CTNext and this RFP are subject to the requirements of Chapter 581 of the Connecticut General Statutes and other applicable legal requirements.

k. Proposals must be signed by an authorized officer of the firm. Proposals must also provide name, title, address and telephone number for individuals with authority to negotiate and contractually bind the firm, and for those who may be contacted for the purpose of clarifying the information provided.

2. If your firm elects to respond to this RFP, you will be deemed to have certified the accuracy and completeness of the following representations and warranties:

a. Neither the proposer nor any of its principals (a) has been convicted of bribery or attempting to bribe a public official of the State of Connecticut; (b) has been found to have violated the State Code of Ethics for Public Officials or Lobbyists (the "Code of Ethics"); (c) has been suspended or disqualified from bidding on contracts with the State of Connecticut or any department, agency or quasi-public agency of the State of Connecticut; (d) has knowingly committed any violation of the Code of Ethics or of any other procurement requirement in connection with this RFP; or (e) is in default under any contract with any department, agency or quasi-public agency of the State of Connecticut.

b. Neither the proposer nor any of its principals has received or paid, or agreed to receive or pay, any finders' fee (Section 3-13j through 3-13l of the Connecticut General Statutes) or other compensation or benefit from or to any third party in connection with this solicitation, procurement or award of a contract with CTNext pursuant to this RFP.

c. Neither the proposer nor any of its principals has provided anything of value to any officer, employee or board member of CTNext, or state employee who may be involved with this process, for which full payment has not been made.

d. (a) The proposal is not made in connection with any competing proposer submitting a separate response to this RFP and is in all respects fair and without collusion or fraud; (b) no officer, employee or board member of CTNext

participated directly or indirectly in the proposer's proposal preparation; and (c) the information contained in the proposal is true, accurate and complete and includes all information necessary to ensure that the statements therein are not misleading.

3. The award of a contract for services pursuant to this RFP is subject to all applicable state contracting requirements, including completion of the required state contracting certifications, affidavits and affirmations described in Attachment B. Such certifications, affidavits and affirmations will be required from each firm selected pursuant to this RFP at the time the firm is notified by CTNext of such selection.

Each proposer by the submission of a proposal acknowledges receipt and review of Attachment B, State Contracting Requirements, including, without limitation, (1) SEEC Form 10, entitled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Ban," and (2) the summary of state ethics laws developed by the State of Connecticut's Office of State Ethics, entitled "Guide to the Code of Ethics for Current and Potential State Contractors." ***Each proposer must include in the cover letter to the proposal the following statement:***

"The undersigned, a duly authorized representative of [name of firm], affirms receipt of SEEC Form 10 and the summary of state ethics laws developed by the Office of State Ethics pursuant to Connecticut General Statutes §1-81b, and principals and other key employees of such firm have read and understand SEEC Form 10 and such summary and agree to comply with their provisions."

Notwithstanding anything contained herein to the contrary, this RFP is not an offer susceptible to acceptance, but merely a request for proposals. CTNext shall have no liability or obligation of any sort hereunder, including without limitation, for any reason or no reason, unless and until a binding agreement is entered into with the proposer. In making its selection of a successful bidder(s), CTNext may consider any and all factors and considerations which CTNext, in its sole discretion, deems relevant and important.

Information on Q&A briefing date/time

A one-hour informational session will be held on (DATE) from 10:00 to 11:00 AM at the offices of CTNext, 865 Brook Street, Rocky Hill, CT. At that time, we will answer any questions about this RFP to the best of our ability. A transcript of the session will not be provided, so we urge all firms intending to submit a proposal to send a representative. Please bring no more than two representatives.

Attachments:

- A. Reference Forms
- B. State Contracting Requirements

ATTACHMENTS

Attachment A

References

Please provide a minimum of four (4) recent client references for projects similar in nature to the work being requested in the RFP. If necessary, please feel free to include additional client references in the format below:

CLIENT REFERENCE #1

CONTACT & TITLE: _____

ORGANIZATION: _

ADDRESS: _

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PHONE #: _____ BEST TIME TO CONTACT: _____

EMAIL ADDRESS: _

CLIENT REFERENCE #2

CONTACT & TITLE: _____

ORGANIZATION: _

ADDRESS: _

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PHONE #: _____ BEST TIME TO CONTACT: _____

EMAIL ADDRESS: _

CLIENT REFERENCE #3

CONTACT & TITLE: _____

ORGANIZATION: _

ADDRESS: _

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PHONE #: _____ BEST TIME TO CONTACT: _____

EMAIL ADDRESS: _

CLIENT REFERENCE #4

CONTACT & TITLE: _____

ORGANIZATION: _

ADDRESS: _

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PHONE #: _____ BEST TIME TO CONTACT: _____

EMAIL ADDRESS: _

Attachment B

State Contracting Requirements

1. Attached and made part of this RFP are the following:
 - a) SEEC Form 10 entitled “Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Ban”; and
 - b) “Guide to the Code of Ethics for Current or Potential State Contractors.”
2. At the time a firm is selected pursuant to this RFP and as a condition of contract award, the firm will be required to complete and submit the applicable certifications, affidavits and affirmations described on the website of the Office of Policy and Management under “Ethics Forms.” The OPM landing page listing the required forms is attached and made part of this RFP.
3. At the time a firm is selected pursuant to this RFP and as a condition of contract award, the firm will be required to complete and submit the applicable certifications, affidavits and affirmations described on the website of the Office of Policy and Management under “Nondiscrimination Certification.” The OPM landing page listing the required forms is attached and made part of this RFP.