

CONTRACT

Between

CONNECTICUT GENERAL ASSEMBLY

Acting by its

JOINT COMMITTEE ON LEGISLATIVE MANAGEMENT

AND

KNOWLEDGEWORKS GLOBAL, LTD.

COMPOSITION AND HTML VERSIONS OF THE
OFFICIAL GENERAL STATUTES OF CONNECTICUT
REVISED TO JANUARY 1, 2021 AND JANUARY 1, 2023

AND

THE 2022 AND 2024 SUPPLEMENTS TO THE
OFFICIAL GENERAL STATUTES OF CONNECTICUT

JCLM20REG0014

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Contract # JCLM20REG0014

This contract (the "Contract") is between, KnowledgeWorks Global, Ltd. ("Contractor"), and the Joint Committee on Legislative Management (JCLM) on behalf of the CT General Assembly (CGA), in accordance with Connecticut General Statutes (Statute).

The provisions in the Attachments supersede any conflicting provisions in the Contract.

1. Definitions. Unless otherwise indicated, the following terms shall have the following corresponding definitions:

- (a) Bid: A Bid submitted in response to a Solicitation.
- (b) Claims: All actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmaturing, contingent, known or unknown, at law or in equity, in any forum.
- (c) Confidential Information: This shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that the CGA classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.
- (d) Confidential Information Breach: This shall mean, generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including, but not limited to, the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the CGA; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the CGA, the Contractor, or the State.
- (e) Contract: The agreement, as of its Effective Date, between the Contractor and the CGA for any or all Goods or Services at the Solicitation price.
- (f) Contractor: A person or entity who submits a Solicitation response and who executes a Contract.
- (g) Contractor Parties: A Contractor's members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Contractor is in privity of oral or written contract and the Contractor intends for such other person or entity to Perform under the Contract in any capacity.
- (h) Day: All calendar days other than Saturdays, Sundays and days designated as national or State of Connecticut holidays upon which banks in Connecticut are closed.

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- (i) Force Majeure: Events that materially affect the cost of the Goods or Services or the time schedule within which to Perform and are outside the control of the party asserting that such an event has occurred, including, but not limited to, labor troubles unrelated to the Contractor, failure of or inadequate permanent power, unavoidable casualties, fire not caused by the Contractor, extraordinary weather conditions, disasters, riots, acts of God, insurrection or war.
- (j) Goods: For purposes of the Contract, all things which are movable at the time that the Contract is effective and which include, without limiting this definition, supplies, materials and equipment, as specified in the Solicitation and set forth in Attachment A
- (k) Goods or Services: Goods, Services or both, as specified in the Solicitation and set forth in Attachment A.
- (l) Records: All working papers and such other information and materials as may have been accumulated by the Contractor in performing the Contract, including, but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries and correspondence, kept or stored in any form.
- (m) Services: The performance of labor or work, as specified in the Solicitation and set forth in Attachment A.
- (n) Solicitation: A State request, in whatever form issued, inviting bids, proposals or quotes for Goods or Services, typified by, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes. The Solicitation and this Contract shall be governed by the statutes, regulations and procedures of the State of Connecticut, Department of Administrative Services, even if the CGA has statutes, regulations and procedures which overlap DAS's. However, to the extent that the CGA has statutes, regulations or procedures which the CGA determines in its sole discretion to be inconsistent with DAS's, the CGA's shall control over those of DAS's.

The Solicitation is incorporated into and made a part of the Contract as if it had been fully set forth in it if, but only if, the Solicitation is in the form of an invitation to bid, request for information or request for quotes. A Solicitation in the form of a request for proposals is not incorporated into the Contract in its entirety, but, rather, it is incorporated into the Contract only to the extent specifically stated in Attachment A.

- (o) State: The State of Connecticut, including the CGA and any office, department, board, council, commission, institution or other agency of the State.
 - (p) Termination: An end to the Contract prior to the end of its term whether effected pursuant to a right which the Contract creates or for a breach.
 - (q) Title: All ownership, title, licenses, rights and interest, including, but not limited to, perpetual use, of and to the Goods or Services.
2. Contracting Vehicle. The Solicitation may involve an invitation to bid, request for proposals, request for information or request for quotes, each of which may be governed by different statutory, regulatory and administrative procedures. **ALTHOUGH THIS CONTRACT USES THE TERMS "SOLICITATION" AND "BID", ITS USE OF THOSE TERMS IS INTENDED ONLY FOR PURPOSES OF CONVENIENCE AND SHALL NOT BE DEEMED TO BE A CONTROLLING STATEMENT AS TO THE TYPE OF SOLICITATION USED OR THE RESPECTIVE RIGHTS AND OBLIGATIONS OF THE PARTIES. THE IDENTIFICATION IN THE SOLICITATION OF THE PARTICULAR PROCUREMENT VEHICLE THE STATE IS USING TO SOLICIT GOODS OR SERVICES SHALL CONTROL.** Therefore, if the Solicitation identifies the

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procurement vehicle as something other than an Invitation to Bid, the terms "Solicitation" and "Bid," as used in this Contract, shall be read to mean "Request for Proposals," "Proposal" and "Proposer" or to mean such other terms as are consistent with the Solicitation in order to preserve the integrity of the statutory, regulatory and procedural distinctions among the various procurement vehicles and their corresponding principles.

3. Description of Goods or Services and Additional Terms and Conditions. The Contractor shall perform as set forth in Attachment A. For purposes of this Contract, to perform and the performance in Attachment A is referred to as "Perform" and the "Performance."
4. Rejected Items; Abandonment.
 - (a) The Contractor may deliver, cause to be delivered, or, in any other way, bring or cause to be brought, to any CGA premises or other destination, Goods, as samples or otherwise, and other supplies, materials, equipment or other tangible personal property. The CGA may, by written notice and in accordance with the terms and conditions of the Contract, direct the Contractor to remove any or all such Goods (the "Rejected Goods") and any or all other supplies, materials, equipment or other tangible personal property (collectively, the "Contractor Property") from and out of the CGA premises and any other location which the CGA or State manages, leases or controls. The Contractor shall remove the Rejected Goods and the Contractor Property in accordance with the terms and conditions of the written notice. Failure to remove the Rejected Goods or the Contractor Property in accordance with the terms and conditions of the written notice shall mean, for itself and all Contractor Parties, that:
 - (1) they have voluntarily, intentionally, unconditionally, unequivocally and absolutely abandoned and left unclaimed the Rejected Goods and Contractor Property and relinquished all ownership, title, licenses, rights, possession and interest of, in and to (collectively, "Title") the Rejected Goods and Contractor Property with the specific and express intent of (A) terminating all of their Title to the Rejected Goods and Contractor Property, (B) vesting Title to the Rejected Goods and Contractor Property in the State of Connecticut and (C) not ever reclaiming Title or any future rights of any type in and to the Rejected Goods and Contractor Property;
 - (2) there is no ignorance, inadvertence or unawareness to mitigate against the intent to abandon the Rejected Goods or Contractor Property;
 - (3) they vest authority, without any further act required on their part or the CGA's part, in the CGA and the State to use or dispose of the Rejected Goods and Contractor Property, in the CGA's sole discretion, as if the Rejected Goods and Contractor Property were the CGA's or State's own property and in accordance with law, without incurring any liability or obligation to the Contractor or any other party;
 - (4) if the CGA or State incur any costs or expenses in connection with disposing of the Rejected Goods and Contractor Property, including, but not limited to, advertising, moving or storing the Rejected Goods and Contractor Property, auction and other activities, the CGA shall invoice the Contractor for all such cost and expenses and the Contractor shall reimburse the CGA no later than thirty (30) days after the date of invoice; and
 - (5) they do remise, release and forever discharge the CGA and all State employees, departments, commissions, boards, bureaus, agencies, instrumentalities or political subdivisions and their respective successors, heirs, executors and assigns (collectively, the "State and Its Agents") of and from all Claims which they and their respective successors or assigns, jointly or severally, ever had, now have or will have against the CGA and the State and Its Agents arising from the use or disposition of the Rejected Goods and Contractor Property.

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- (b) The Contractor shall secure from each Contractor Party, as appropriate, such document or instrument as necessary or appropriate as will vest in the Contractor plenary authority to bind the Contractor Party to the full extent necessary or appropriate to give full effect to all of the terms and conditions of this section. The Contractor shall provide, no later than fifteen (15) days after receiving a request from the CGA, such information as the CGA may require to evidence, in the CGA's sole determination, compliance with this section.
5. Order and Delivery. The Contract shall bind the Contractor to furnish and deliver the Goods or Services in accordance with Attachment A and at the prices set forth in Attachment B. Subject to the sections in this Contract concerning Force Majeure, Termination and Open Market Purchases, the Contract shall bind the CGA to order the Goods or Services from the Contractor, and to pay for the accepted Goods or Services in accordance with Attachment B.
6. Contract Amendments. No amendment to or modification or other alteration of the Contract shall be valid or binding upon the CGA unless made in writing, and signed by both parties.
7. Assignment. The Contractor shall not assign any of its rights or obligations under the Contract, voluntarily or otherwise, in any manner without the prior written consent of the CGA. The CGA may void any purported assignment in violation of this section and declare the Contractor in breach of Contract. Any Termination by the CGA for a breach is without prejudice to the CGA's or the State's rights or possible Claims.
8. Termination.
- (a) Notwithstanding any provision in this Contract, the CGA, through a duly authorized employee, may Terminate the Contract whenever the CGA makes a written determination that such Termination is in the best interests of the CGA. The CGA shall notify the Contractor in writing of Termination pursuant to this section, which notice shall specify the effective date of Termination and the extent to which the Contractor must complete its Performance under the Contract prior to such date.
- (b) Notwithstanding any provision in this Contract, the CGA, through a duly authorized employee, may, after making a written determination that the Contractor has breached the Contract, Terminate the Contract in accordance with the provisions in the Breach section of this Contract.
- (c) The CGA shall send the notice of Termination via certified mail, return receipt requested, to the Contractor at the most current address which the Contractor has furnished to the CGA for purposes of correspondence, or by hand delivery. Upon receiving the notice from the CGA, the Contractor shall immediately discontinue all services affected in accordance with the notice, undertake all commercially reasonable efforts to mitigate any losses or damages, and deliver to the CGA all Records. The Records are deemed to be the property of the CGA and the Contractor shall deliver them to the CGA no later than thirty (30) days after the Termination of the Contract or fifteen (15) days after the Contractor receives a written request from the CGA for the Records. The Contractor shall deliver those Records that exist in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to, ASCII or .TXT.
- (d) Upon receipt of a written notice of Termination from the CGA, the Contractor shall cease operations as the CGA directs in the notice, and take all actions that are necessary or appropriate, or that the CGA may reasonably direct, for the protection and preservation of the Goods and any other property. Except for any work which the CGA directs the Contractor to Perform in the notice prior to the effective date of Termination, and except as otherwise provided in the notice, the Contractor shall terminate or conclude all existing subcontracts and purchase orders and shall not enter into any further subcontracts, purchase orders or commitments.
- (e) The CGA shall, within forty-five (45) days after the effective date of Termination, reimburse the Contractor for its Performance rendered and accepted by the CGA in accordance with Attachment A, in addition to all actual and reasonable costs incurred after Termination in completing those

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- portions of the Performance which the notice required the Contractor to complete. However, the Contractor is not entitled to receive and the CGA is not obligated to tender to the Contractor any payments for anticipated or lost profits. Upon request by the CGA, the Contractor shall assign to the CGA, or any replacement contractor which the CGA designates, all subcontracts, purchase orders and other commitments, deliver to the CGA all Records and other information pertaining to its Performance, and remove from CGA premises, whether leased or owned, all of Contractor's property, equipment, waste material and rubbish related to its Performance, all as the CGA may request.
- (f) For breach or violation of any of the provisions in the section concerning Representations and Warranties, the CGA may Terminate the Contract in accordance with its terms and revoke any consents to assignments given as if the assignments had never been requested or consented to, without liability to the Contractor or Contractor Parties or any third party.
- (g) Upon Termination of the Contract, all rights and obligations shall be null and void, so that no party shall have any further rights or obligations to any other party, except with respect to the sections which survive Termination. All representations, warranties, agreements and rights of the parties under the Contract shall survive such Termination to the extent not otherwise limited in the Contract and without each one of them having to be specifically mentioned in the Contract.
- (h) Termination of the Contract pursuant to this section shall not be deemed to be a breach of contract by the CGA.
9. Cost Modifications. The parties may agree to a reduction in the cost of the Contract at any time during which the Contract is in effect. Without intending to impose a limitation on the nature of the reduction, the reduction may be to hourly, staffing or unit costs, the total cost of the Contract or the reduction may take such other form as the CGA deems to be necessary or appropriate.
10. Breach. If either party breaches the Contract in any respect, the non-breaching party shall provide written notice of such breach to the breaching party and afford the breaching party an opportunity to cure the breach within ten (10) days from the date that the breaching party receives such notice. Any other time provided for in the notice shall trump such ten (10) days. Such right to cure period shall be extended if the non-breaching party is satisfied that the breaching party is making a good faith effort to cure but the nature of the breach is such that it cannot be cured within the right to cure period. The notice may include an effective Contract Termination date if the breach is not cured by the stated date and, unless otherwise modified by the non-breaching party in writing prior to the Termination date, no further action shall be required of any party to effect the Termination as of the stated date. If the notice does not set forth an effective Contract Termination date, then the non-breaching party may Terminate the Contract by giving the breaching party no less than twenty-four (24) hours' prior written notice. If the CGA believes that the Contractor has not performed according to the Contract, the CGA may withhold payment in whole or in part pending resolution of the Performance issue, provided that the CGA notifies the Contractor in writing prior to the date that the payment would have been due in accordance with Attachment B.
11. Waiver.
- (a) No waiver of any breach of the Contract shall be interpreted or deemed to be a waiver of any other or subsequent breach. All remedies afforded in the Contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided in the Contract or at law or in equity.
- (b) A party's failure to insist on strict performance of any provision of the Contract shall only be deemed to be a waiver of rights and remedies concerning that specific instance of Performance and shall not be deemed to be a waiver of any subsequent rights, remedies or breach.
12. Open Market Purchases. Failure of the Contractor to Perform within the time specified in the Contract, or failure to replace rejected or substandard Goods or fulfill unperformed Services when so requested and as the Contract provides or allows, constitutes a breach of the Contract and as a

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remedy for such breach, such failure shall constitute authority for the CGA, if it deems it to be necessary or appropriate in its sole discretion, to Terminate the Contract and/or to purchase on the open market, Goods or Services to replace those which have been rejected, not delivered, or not Performed. The CGA shall invoice the Contractor for all such purchases to the extent that they exceed the costs and expenses in Attachment B and the Contractor shall pay the CGA's invoice immediately after receiving the invoice. If the CGA does not Terminate the Contract, the CGA will deduct such open market purchases from the Contract quantities. However, if the CGA deems it to be in the best interest of the CGA, the CGA may accept and use the Goods and/or Services delivered which are substandard in quality, subject to an adjustment in price to be determined by the CGA.

13. Purchase Orders.

- (a) The Contract itself is not an authorization for the Contractor to ship Goods or begin Performance in any way. The Contractor may begin Performance only after it has received a duly issued purchase order against the Contract for Performance.
- (b) The CGA shall issue a purchase order against the Contract directly to the Contractor and to no other party.
- (c) All purchase orders shall be in written or electronic form, bear the Contract number (if any), be signed and comply with all other State and CGA requirements, particularly the CGA's requirements concerning procurement. Purchase orders issued in compliance with these requirements shall be deemed to be duly issued.
- (d) A Contractor making delivery without a duly issued purchase order in accordance with this section does so at the Contractor's own risk.
- (e) The CGA may, in its sole discretion, deliver to the Contractor any or all duly issued purchase orders via electronic means only, such that the CGA shall not have any additional obligation to deliver to the Contractor a "hard copy" of the purchase order.

14. Indemnification.

- (a) The Contractor shall indemnify, defend and hold harmless the CGA and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the "Acts") of the Contractor or Contractor Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts or the Contract. The Contractor shall use counsel reasonably acceptable to the CGA in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Contractor's bid, proposal or any Records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the Performance.
- (b) The Contractor shall not be responsible for indemnifying or holding the CGA harmless from any liability arising due to the negligence of the CGA or any other person or entity acting under the direct control or supervision of the CGA.
- (c) The Contractor shall reimburse the CGA for any and all damages to the real or personal property of the CGA caused by the Acts of the Contractor or any Contractor Parties. The CGA shall give the Contractor reasonable notice of any such Claims.
- (d) The Contractor's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Contract, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the Acts giving rise to the Claims and/or where the CGA is alleged or is found to have contributed to the Acts giving rise to the Claims.

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- (e) The Contractor shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall cause the CGA to be named as an additional insured on the policy and shall provide (1) a certificate of insurance, (2) the declaration page and (3) the additional insured endorsement to the policy to the CGA prior to the Effective Date of the Contract evidencing that the CGA is an additional insured. The Contractor shall not begin Performance until the delivery of these three documents to the CGA. The CGA shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that the CGA or the CGA is contributorily negligent.
- (f) This section shall survive the Termination of the Contract and shall not be limited by reason of any insurance coverage.

15. Forum and Choice of Law.

The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

16. Contractor Guaranties. The Contractor shall:

- (a) Perform fully under the Contract;
- (b) Guarantee the Goods or Services against defective material or workmanship and to repair any damage or marring occasioned in transit or, at the CGA's option, replace them;
- (c) Furnish adequate protection from damage for all work and to repair damage of any kind, for which its workers are responsible, to the premises, Goods, the Contractor's work or that of Contractor Parties;
- (d) With respect to the provision of Services, pay for all permits, licenses and fees and give all required or appropriate notices;
- (e) Adhere to all Contractual provisions ensuring the confidentiality of Records that the Contractor has access to and are exempt from disclosure under the State's Freedom of Information Act or other applicable law; and
- (f) Neither disclaim, exclude nor modify the implied warranties of fitness for a particular purpose or of merchantability.

17. Implied Warranties. The CGA does not disclaim, exclude or modify the implied warranty of fitness for a particular purpose or the warranty of merchantability.

18. Goods, Standards and Appurtenances. Any Goods delivered must be standard new Goods, latest model, except as otherwise specifically stated in the Contract. Remanufactured, refurbished or reconditioned equipment may be accepted but only to the extent allowed under the Contract. Where the Contract does not specifically list or describe any parts or nominal appurtenances of equipment for the Goods, it shall be understood that the Contractor shall deliver such equipment and appurtenances as are usually provided with the manufacturer's stock model.

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19. Delivery.

- (a) Delivery shall be made as ordered and in accordance with the Contract. Unless otherwise specified in the Contract, delivery shall be to a loading dock or receiving platform. The Contractor or Contractor's shipping designee shall be responsible for removal of Goods from the carrier and placement on the CGA loading dock or receiving platform. The receiving personnel of the CGA are not required to assist in this process. The decision of the CGA as to reasonable compliance with delivery terms shall be final and binding. The burden of proof of proper receipt of the order shall rest with the Contractor.
- (b) In order for the time of delivery to be extended, the CGA must first approve a request for extension from the time specified in the Contract, such extension applying only to the particular item or shipment.
- (c) Goods shall be securely and properly packed for shipment, according to accepted standard commercial practice, without extra charge for packing cases, baling or sacks. The containers shall remain the property of the CGA unless otherwise stated in the Contract.
- (d) All risk of loss and damage to the Goods transfers to the CGA upon Title vesting in the CGA.

20. Goods Inspection. The CGA shall determine the manner and prescribe the inspection of all Goods and the tests of all samples submitted to determine whether they comply with all of the specifications in the Contract. If any Goods fail in any way to meet the specifications in the Contract, the CGA may, in its sole discretion, either reject it and owe nothing or accept it and pay for it on an adjusted price basis, depending on the degree to which the Goods meet the specifications. Any decision pertaining to any such failure or rejection shall be final and binding.

21. Emergency Standby for Goods and/or Services. If any Federal or State official, having authority to do so, declares an emergency or the occurrence of a natural disaster within the State of Connecticut, the CGA may request the Goods and Services on an expedited and prioritized basis. Upon receipt of such a request the Contractor shall make all necessary and appropriate commercially reasonable efforts to reallocate its staffing and other resources in order to give primary preference to Performing this Contract ahead of or prior to fulfilling, in whole or in part, any other contractual obligations that the Contractor may have. The Contractor is not obligated to make those efforts to Perform on an expedited and prioritized basis in accordance with this paragraph if doing so will make the Contractor materially breach any other contractual obligations that the Contractor may have. Contractor shall acknowledge receipt of any request made pursuant to this paragraph within 2 hours from the time that the Contractor receives it via purchase order or through a request to make an expedited or prioritized purchase through the State of Connecticut Purchasing Card (MasterCard) Program (the "P-Card Program"). If the Contractor fails to acknowledge receipt within 2 hours, confirm its obligation to Perform or actually Perform, as set forth in the purchase order or through the P-Card Program, then the CGA may procure the Performance from another source without further notice to Contractor and without creating any right of recourse at law or in equity against the CGA.

22. Setoff. In addition to all other remedies available hereunder, the CGA, in its sole discretion, may setoff (1) any costs or expenses that the CGA incurs resulting from the Contractor's unexcused nonperformance under the Contract and under any other agreement or arrangement that the Contractor has with the CGA and (2) any other amounts that are due or may become due from the CGA to the Contractor, against amounts otherwise due or that may become due to the Contractor under the Contract, or under any other agreement or arrangement that the Contractor has with the CGA. The CGA's right of setoff shall not be deemed to be the CGA's exclusive remedy for the Contractor's or Contractor Parties' breach of the Contract, all of which shall survive any setoffs by the CGA.

23. Force Majeure. The CGA and the Contractor shall not be excused from their obligation to Perform in accordance with the Contract except in the case of Force Majeure events and as otherwise provided

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for in the Contract. In the case of any such exception, the nonperforming party shall give immediate written notice to the other, explaining the cause and probable duration of any such nonperformance.

24. Advertising. The Contractor shall not refer to sales to the CGA for advertising or promotional purposes, including, but not limited to, posting any material or data on the Internet, without the CGA's prior written approval.
25. Americans With Disabilities Act. The Contractor shall be and remain in compliance with the Americans with Disabilities Act of 1990 ("Act"), to the extent applicable, during the term of the Contract. The CGA may Terminate the Contract if the Contractor fails to comply with the Act.
26. Representations and Warranties. The Contractor, represents and warrants to the CGA for itself and Contractor Parties, that:
- (a) if they are entities, they are duly and validly existing under the laws of their respective states of organization and authorized to conduct business in the State of Connecticut in the manner contemplated by the Contract. Further, as appropriate, they have taken all necessary action to authorize the execution, delivery and Performance of the Contract and have the power and authority to execute, deliver and Perform their obligations under the Contract;
 - (b) they will comply with all applicable State and Federal laws and municipal ordinances in satisfying their obligations to the CGA under and pursuant to the Contract, including, but not limited to (1) Connecticut General Statutes Title 1, Chapter 10, concerning the State's Codes of Ethics and (2) Relevant provisions of the Connecticut General Statutes concerning State purchasing, including, but not limited to, Title 4a and Section 22a-194a concerning the use of polystyrene foam;
 - (c) the execution, delivery and Performance of the Contract will not violate, be in conflict with, result in a breach of or constitute (with or without due notice and/or lapse of time) a default under any of the following, as applicable: (1) any provision of law; (2) any order of any court or the CGA; or (3) any indenture, agreement, document or other instrument to which it is a party or by which it may be bound;
 - (d) they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any governmental entity;
 - (e) as applicable, they have not, within the three years preceding the Contract, in any of their current or former jobs, been convicted of, or had a civil judgment rendered against them or against any person who would Perform under the Contract, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a transaction or contract with any governmental entity. This includes, but is not limited to, violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (f) they are not presently indicted for or otherwise criminally or civilly charged by any governmental entity with commission of any of the offenses listed above;
 - (g) they have not within the three years preceding the Contract had one or more contracts with any governmental entity Terminated;
 - (h) they have not employed or retained any entity or person, other than a bona fide employee working solely for them, to solicit or secure the Contract and that they have not paid or agreed to pay any entity or person, other than a bona fide employee working solely for them, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of the Contract or any assignments made in accordance with the terms of the Contract;
 - (i) to the best of their knowledge, there are no Claims involving the Contractor or Contractor Parties that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to Perform fully under the Contract;

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- (j) they shall disclose, to the best of their knowledge, to the CGA in writing any Claims involving them that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to Perform fully under the Contract, no later than ten (10) Days after becoming aware or after they should have become aware of any such Claims. For purposes of the Contractor's obligation to disclose any Claims to the CGA, the ten (10) Days in the section of this Contract concerning Disclosure of Contractor Parties Litigation shall run consecutively with the ten (10) Days provided for in this representation and warranty;
 - (k) their participation in the Solicitation process is not a conflict of interest or a breach of ethics under the provisions of Title 1, Chapter 10 of the Connecticut General Statutes concerning the State's Code of Ethics;
 - (l) the Bid was not made in connection or concert with any other person or entity, including any affiliate (as defined in the Tangible Personal Property section of this Contract) of the Contractor, submitting a bid for the same Goods or Services, and is in all respects fair and without collusion or fraud;
 - (m) they are able to Perform under the Contract using their own resources or the resources of a party who is not a Contractor;
 - (n) the Contractor shall obtain in a written contract all of the representations and warranties in this section from any Contractor Parties and to require that provision to be included in any contracts and purchase orders with Contractor Parties;
 - (o) they have paid all applicable workers' compensation second injury fund assessments concerning all previous work done in Connecticut;
 - (p) they have a record of compliance with Occupational Health and Safety Administration regulations without any unabated, willful or serious violations;
 - (q) they owe no unemployment compensation contributions;
 - (r) they are not delinquent in the payment of any taxes owed, or, that they have filed a sales tax security bond, and they have, if and as applicable, filed for motor carrier road tax stickers and have paid all outstanding road taxes;
 - (s) all of their vehicles have current registrations and, unless such vehicles are no longer in service, they shall not allow any such registrations to lapse;
 - (t) each Contractor Party has vested in the Contractor plenary authority to bind the Contractor Parties to the full extent necessary or appropriate to ensure full compliance with and Performance in accordance with all of the terms and conditions of the Contract and that all appropriate parties shall also provide, no later than fifteen (15) days after receiving a request from the CGA, such information as the CGA may require to evidence, in the CGA's sole determination, compliance with this section;
 - (u) except to the extent modified or abrogated in the Contract, all Title shall pass to the CGA upon complete installation, testing and acceptance of the Goods or Services and payment by the CGA;
 - (v) if either party Terminates the Contract, for any reason, they shall relinquish to the CGA all Title to the Goods delivered, accepted and paid for (except to the extent any invoiced amount is disputed) by the CGA;
 - (w) with regard to third party products provided with the Goods, they shall transfer all licenses which they are permitted to transfer in accordance with the applicable third-party license;
 - (x) they shall not copyright, register, distribute or claim any rights in or to the Goods after the Effective Date of the Contract without the CGA's prior written consent;
 - (y) they either own or have the authority to use all Title of and to the Goods, and that such Title is not the subject of any encumbrances, liens or claims of ownership by any third party;
 - (z) the Goods do not infringe or misappropriate any patent, trade secret or other intellectual property right of a third party;
 - (aa) the CGA's use of any Goods shall not infringe or misappropriate any patent, trade secret or other intellectual property right of a third party;
 - (bb) if they procure any Goods, they shall sub-license such Goods and that the CGA shall be afforded the full benefits of any manufacturer or subcontractor licenses for the use of the Goods; and

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(cc) they shall assign or otherwise transfer to the CGA, or afford the CGA the full benefits of any manufacturer's warranty for the Goods, to the extent that such warranties are assignable or otherwise transferable to the CGA.

27. Representations and Warranties Concerning Motor Vehicles. If in the course of Performance or in any other way related to the Contract, the Contractor at any time uses or operates "motor vehicles," as that term is defined by Conn. Gen. Stat. §14-1 (including, but not limited to such services as snow plowing, sanding, hauling or delivery of materials, freight or merchandise, or the transportation of passengers), the Contractor, represents and warrants for itself and the Contractor Parties, that:

- (a) It is the owner of record or lessee of record of each such motor vehicle used in the Performance of the Contract, and each such motor vehicle is duly registered with the Connecticut Department of Motor Vehicles ("ConnDMV") in accordance with the provisions of Chapter 246 of the Connecticut General Statutes. Each such registration shall be in valid status, and shall not be expired, suspended or revoked by ConnDMV, for any reason or cause. If such motor vehicle is not registered with ConnDMV, then it shall be duly registered with another state or commonwealth in accordance with such other state's or commonwealth's applicable statutes. Each such registration shall be in valid status, and shall not be expired, suspended or revoked by such other state or commonwealth for any reason or cause.
- (b) Each such motor vehicle shall be fully insured in accordance with the provisions of Sections 14-12b, 14-112 and 38a-371 of the Connecticut General Statutes, as amended, in the amounts required by said sections or in such higher amounts as have been specified by ConnDMV as a condition for the award of the Contract, or in accordance with all substantially similar provisions imposed by the law of the jurisdiction where the motor vehicle is registered.
- (c) Each Contractor Party who uses or operates a motor vehicle at any time in the Performance of the Contract shall have and maintain a motor vehicle operator's license or commercial driver's license of the appropriate class for the motor vehicle being used or operated. Each such license shall bear the endorsement or endorsements required by the provisions of Section 14-36a of the Connecticut General Statutes, as amended, to operate such motor vehicle, or required by substantially similar provisions imposed by the law of another jurisdiction in which the operator is licensed to operate such motor vehicle. The license shall be in valid status, and shall not be expired, suspended or revoked by ConnDMV or such other jurisdiction for any reason or cause.
- (d) Each motor vehicle shall be in full compliance with all of the terms and conditions of all provisions of the Connecticut General Statutes and regulations, or those of the jurisdiction where the motor vehicle is registered, pertaining to the mechanical condition, equipment, marking and operation of motor vehicles of such type, class and weight, including, but not limited to, requirements for motor vehicles having a gross vehicle weight rating of 18,000 pounds or more or motor vehicles otherwise described by the provisions of Conn. Gen. Stat. § 14-163c(a) and all applicable provisions of the Federal Motor Carrier Safety Regulations, as set forth in Title 49, Parts 382 to 399, inclusive, of the Code of Federal Regulations.

28. Disclosure of Contractor Parties Litigation. The Contractor shall require that all Contractor Parties, as appropriate, disclose to the Contractor, to the best of their knowledge, any Claims involving the Contractor Parties that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to Perform fully under the Contract, no later than ten (10) Days after becoming aware or after they should have become aware of any such Claims. Disclosure shall be in writing.

29. Entirety of Contract. The Contract is the entire agreement between the parties with respect to its subject matter, and supersedes all prior agreements, proposals, offers, counteroffers and understandings of the parties, whether written or oral. The Contract has been entered into after full investigation, neither party relying upon any statement or representation by the other unless such statement or representation is specifically embodied in the Contract.

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30. Attachments. All attachments referred to in and attached to this Contract are incorporated in this Contract by such reference and shall be deemed to be a part of it as if they had been fully set forth in it.

31. Non-discrimination.

(a) For purposes of this Section, the following terms are defined as follows:

(1) "Commission" means the Commission on Human Rights and Opportunities;

(2) "Contract" and "contract" include any extension or modification of the Contract or contract. "Contract" and "contract" do not include a contract where each contractor is (A) a political subdivision of the state, including, but not limited to, a municipality, (B) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (C) any other state, as defined in Conn. Gen. Stat. Section 1-267, including, but not limited to, a federally recognized Indian tribe, (D) the federal government, (E) a foreign government, or (F) an agency of a subdivision, the state or another government agency described in the immediately preceding enumerated items (A), (B), (C), (D) or (E);

(3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;

(4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

(5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;

(6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;

(7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;

(8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;

(9) "minority business enterprise" means a minority business enterprise, as such term is defined in subsection (a) of Connecticut General Statutes § 4a-60g; and

(10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

(b) (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 race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or

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expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (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 relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (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 (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §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.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.

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- (g) (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 on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 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.

32. Tangible Personal Property.

- (a) The Contractor on its behalf and on behalf of its Affiliates, as defined below, shall comply with the provisions of Conn. Gen. Stat. §12-411b, as follows:
- (1) For the term of the Contract, the Contractor and its Affiliates shall collect and remit to the State of Connecticut, Department of Revenue Services, any Connecticut use tax due under the provisions of Chapter 219 of the Connecticut General Statutes for items of tangible personal property sold by the Contractor or by any of its Affiliates in the same manner as if the Contractor and such Affiliates were engaged in the business of selling tangible personal property for use in Connecticut and had sufficient nexus under the provisions of Chapter 219 to be required to collect Connecticut use tax;
 - (2) A customer's payment of a use tax to the Contractor or its Affiliates relieves the customer of liability for the use tax;
 - (3) The Contractor and its Affiliates shall remit all use taxes they collect from customers on or before the due date specified in the Contract, which may not be later than the last day of the month next succeeding the end of a calendar quarter or other tax collection period during which the tax was collected;
 - (4) The Contractor and its Affiliates are not liable for use tax billed by them but not paid to them by a customer; and
 - (5) Any Contractor or Affiliate who fails to remit use taxes collected on behalf of its customers by the due date specified in the Contract shall be subject to the interest and penalties provided for persons required to collect sales tax under chapter 219 of the general statutes.

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- (b) For purposes of this section of the Contract, the word "Affiliate" means any person, as defined in section 12-1 of the general statutes, that controls, is controlled by, or is under common control with another person. A person controls another person if the person owns, directly or indirectly, more than ten per cent of the voting securities of the other person. The word "voting security" means a security that confers upon the holder the right to vote for the election of members of the board of directors or similar governing body of the business, or that is convertible into, or entitles the holder to receive, upon its exercise, a security that confers such a right to vote. "Voting security" includes a general partnership interest.
- (c) The Contractor represents and warrants that each of its Affiliates has vested in the Contractor plenary authority to so bind the Affiliates in any agreement with the State of Connecticut. The Contractor on its own behalf and on behalf of its Affiliates shall also provide, no later than 30 days after receiving a request by the State's contracting authority, such information as the State may require to ensure, in the State's sole determination, compliance with the provisions of Chapter 219 of the Connecticut General Statutes, including, but not limited to, §12-411b.
33. **Whistleblowing.** This Contract may be subject to the provisions of Section 4-61dd of the Connecticut General Statutes. In accordance with this statute, if an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to any employee of the contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of this Contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The CGA may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (i) of such statute, each large state contractor, as defined in the statute, shall post a notice of the provisions of the statute relating to large state contractors in a conspicuous place which is readily available for viewing by the employees of the Contractor.
34. **Insurance.** Before commencing Performance, the Contractor shall obtain and maintain at its own cost and expense for the duration of the Contract, the following insurance as described in (a) through (d) below. Contractor shall assume any and all deductibles in the described insurance policies. The Contractor's insurers shall have no right of recovery or subrogation against the State and the described Contractor's insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the State.
- (a) **Commercial General Liability:** \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include, Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the occurrence limit.
- (b) **Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.
- (c) **Professional Liability:** \$1,000,000 limit of liability.
- (d) **Workers' Compensation and Employers Liability:** Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with

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minimum limits of \$100,000 each accident, \$500,000 Disease – Policy limit, \$100,000 each employee.

35. Headings. The headings given to the sections in the Contract are inserted only for convenience and are in no way to be construed as part of the Contract or as a limitation of the scope of the particular section to which the heading refers.

36. Number and Gender. Whenever the context so requires, the plural or singular shall include each other and the use of any gender shall include all genders.

37. Parties. To the extent that any Contractor Party is to participate or Perform in any way, directly or indirectly in connection with the Contract, any reference in the Contract to “Contractor” shall also be deemed to include “Contractor Parties,” as if such reference had originally specifically included “Contractor Parties” since it is the parties’ intent for the terms “Contractor Parties” to be vested with the same respective rights and obligations as the term “Contractor.”

38. Contractor Changes. The Contractor shall notify the CGA in writing no later than ten (10) Days after the effective date of any change in:

- (a) its certificate of incorporation or other organizational document;
- (b) more than a controlling interest in the ownership of the Contractor; or
- (c) the individual(s) in charge of the Performance.

This change shall not relieve the Contractor of any responsibility for the accuracy and completeness of the Performance. The CGA, after receiving written notice by the Contractor of any such change, may require such agreements, releases and other instruments evidencing, to the CGA’s satisfaction, that any individuals retiring or otherwise separating from the Contractor have been compensated in full or that provision has been made for compensation in full, for all work performed under terms of the Contract. The Contractor shall deliver such documents to the CGA in accordance with the terms of the CGA’s written request. The CGA may also require, and the Contractor shall deliver, a financial statement showing that solvency of the Contractor is maintained. The death of any Contractor Party, as applicable, shall not release the Contractor from the obligation to Perform under the Contract; the surviving Contractor Parties, as appropriate, must continue to Perform under the Contract until Performance is fully completed.

39. Further Assurances. The parties shall provide such information, execute and deliver any instruments and documents and take such other actions as may be necessary or reasonably requested by the other party which are not inconsistent with the provisions of this Contract and which do not involve the vesting of rights or assumption of obligations other than those provided for in the Contract, in order to give full effect to the Contract and to carry out the intent of the Contract.

40. Audit and Inspection of Plants, Places of Business and Records.

- (a) The State and its agents, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State’s Attorney and their respective agents, may, at reasonable hours, inspect and examine all of the parts of the Contractor’s and Contractor Parties’ plants and places of business which, in any way, are related to, or involved in, the performance of this Contract.

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- (b) The Contractor shall maintain, and shall require each of the Contractor Parties to maintain, accurate and complete Records. The Contractor shall make all of its and the Contractor Parties' Records available at all reasonable hours for audit and inspection by the CGA, State and its agents.
 - (c) The CGA or State shall make all requests for any audit or inspection in writing and shall provide the Contractor with at least twenty-four (24) hours' notice prior to the requested audit and inspection date. If the CGA or State suspects fraud or other abuse, or in the event of an emergency, the CGA or State is not obligated to provide any prior notice.
 - (d) All audits and inspections shall be at the CGA's or State's expense.
 - (e) The Contractor shall keep and preserve or cause to be kept and preserved all of its and the Contractor Parties' Records until three (3) years after the latter of (i) final payment under this Contract, or (ii) the expiration or earlier termination of this Contract, as the same may be modified for any reason. The CGA or State may request an audit or inspection at any time during this period. If any Claim or audit is started before the expiration of this period, the Contractor shall retain or cause to be retained all Records until all Claims or audit findings have been resolved.
 - (f) The Contractor shall cooperate fully with the CGA or State and its agents in connection with an audit or inspection. Following any audit or inspection, the CGA or State may conduct and the Contractor shall cooperate with an exit conference.
 - (g) The Contractor shall incorporate this entire Section verbatim into any contract or other agreement that it enters into with any Contractor Party.
41. Background Checks. The CGA may require that the Contractor and Contractor Parties undergo criminal background checks as provided for in the CGA procedures for background checks. The Contractor and Contractor Parties shall cooperate fully as necessary or reasonably requested with the CGA and its agents in connection with such background checks.
42. Continued Performance. The Contractor and Contractor Parties shall continue to Perform their obligations under the Contract while any dispute concerning the Contract is being resolved.
43. Working and Labor Synergies. The Contractor shall be responsible for maintaining a tranquil working relationship between the Contractor work force, the Contractor Parties and their work force, CGA employees, and any other contractors present at the work site. The Contractor shall quickly resolve all labor disputes which result from the Contractor's or Contractor Parties' presence at the work site, or other action under their control. Labor disputes shall not be deemed to be sufficient cause to allow the Contractor to make any claim for additional compensation for cost, expenses or any other loss or damage, nor shall those disputes be deemed to be sufficient reason to relieve the Contractor from any of its obligations under the Contract.
44. Contractor Responsibility.
- (a) The Contractor shall be responsible for the entire Performance under the Contract regardless of whether the Contractor itself performs. The Contractor shall be the sole point of contact concerning the management of the Contract, including Performance and payment issues. The Contractor is solely and completely responsible for adherence by the Contractor Parties to all applicable provisions of the Contract.
 - (b) The Contractor shall exercise all reasonable care to avoid damage to the CGA property or to property being made ready for the CGA's use, and to all property adjacent to any work site. The Contractor shall promptly report any damage, regardless of cause, to the CGA.
45. Severability. If any term or provision of the Contract or its application to any person, entity or circumstance shall, to any extent, be held to be invalid or unenforceable, the remainder of the Contract or the application of such term or provision shall not be affected as to persons, entities or circumstances other than those as to whom or to which it is held to be invalid or unenforceable.

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Each remaining term and provision of the Contract shall be valid and enforced to the fullest extent possible by law.

46. Confidential Information. The CGA will afford due regard to the Contractor's request for the protection of proprietary or confidential information which the CGA receives. However, all materials associated with the Bid and the Contract are subject to the terms of the Connecticut Freedom of Information Act ("FOIA") and all corresponding rules, regulations and interpretations. In making such a request, the Contractor may not merely state generally that the materials are proprietary or confidential in nature and not, therefore, subject to release to third parties. Those particular sentences, paragraphs, pages or sections that the Contractor believes are exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with the FOIA must accompany the request. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Contractor that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the FOIA. To the extent that any other provision or part of the Contract, especially including the Bid, the Records and the specifications, conflicts or is in any way inconsistent with this section, this section controls and shall apply and the conflicting provision or part shall not be given effect. If the Contractor indicates that certain documentation is submitted in confidence, by specifically and clearly marking said documentation as "CONFIDENTIAL," the CGA will endeavor to keep said information confidential to the extent permitted by law. The CGA, however, has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information that is sought pursuant to a FOIA request. The Contractor shall have the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall the CGA or the State have any liability for the disclosure of any documents or information in its possession which the CGA believes are required to be disclosed pursuant to the FOIA or other requirements of law.
47. References to Statutes, Public Acts, Regulations, Codes and Executive Orders.
All references in this Contract to any statute, public act, regulation, code or executive order shall mean such statute, public act, regulation, code or executive order, respectively, as it has been amended, replaced or superseded at any time. Notwithstanding any language in this Contract that relates to such statute, public act, regulation, code or executive order, and notwithstanding a lack of a formal amendment to this Contract, this Contract shall always be read and interpreted as if it contained the most current and applicable wording and requirements of such statute, public act, regulation, code or executive order as if their most current language had been used in and requirements incorporated into this Contract at the time of its execution.
48. Cross-Default.
- (a) If the Contractor or Contractor Parties breach, default or in any way fail to Perform satisfactorily under the Contract, then the CGA may, in its sole discretion, without more and without any action whatsoever required of the CGA, treat any such event as a breach, default or failure to perform under any or all other agreements or arrangements ("Other Agreements") that the Contractor or Contractor Parties have with the CGA. Accordingly, the CGA may then exercise at its sole option any and all of its rights or remedies provided for in the Contract or Other Agreements, either selectively or collectively and without such election being deemed to prejudice any rights or remedies of the CGA, as if the Contractor or Contractor Parties had suffered a breach, default or failure to perform under the Other Agreements.
- (b) If the Contractor or Contractor Parties breach, default or in any way fail to Perform satisfactorily under any or all Other Agreements with the CGA or the State, then the CGA may, in its sole discretion, without more and without any action whatsoever required of the CGA, treat any such event as a breach, default or failure to Perform under the Contract. Accordingly, the CGA may then exercise at its sole option any and all of its rights or remedies provided for in the Other Agreements

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or the Contract, either selectively or collectively and without such election being deemed to prejudice any rights or remedies of the CGA or the State, as if the Contractor or Contractor Parties had suffered a breach, default or failure to Perform under the Contract.

49. Disclosure of Records. This Contract may be subject to the provisions of section 1-218 of the Connecticut General Statutes. In accordance with this statute, each contract in excess of two million five hundred thousand dollars between a public CGA and a person for the performance of a governmental function shall (a) provide that the public CGA is entitled to receive a copy of records and files related to the performance of the governmental function, and (b) indicate that such records and files are subject to FOIA and may be disclosed by the public CGA pursuant to FOIA. No request to inspect or copy such records or files shall be valid unless the request is made to the public CGA in accordance with FOIA. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.
50. Summary of State Ethics Laws. Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes, the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes is incorporated by reference into and made a part of the Contract as if the summary had been fully set forth in the Contract.
51. Sovereign Immunity. The parties acknowledge and agree that nothing in the Solicitation or the Contract shall be construed as a modification, compromise or waiver by the CGA or the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Contract. To the extent that this section conflicts with any other section, this section shall govern.
52. Time of the Essence. Time is of the essence with respect to all provisions of this Contract that specify a time for performance; provided, however, that this provision shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Contract.
53. Certification as Small Contractor or Minority Business Enterprise. The Contractor shall be in breach of this Contract if the Contractor is certified as a "small contractor" or a "minority business enterprise" under Conn. Gen. Stat. § 4a-60g and that certification lapses during the term of this Contract.
54. Campaign Contribution Restriction. For all State contracts as defined in Conn. Gen. Stat. § 9-612(f)(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 Contract expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations," attached as Attachment C.
55. Protection of Confidential Information.
 - (a) Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.
 - (b) Each Contractor or Contractor Party shall develop, implement and maintain a comprehensive data - security program for the protection of Confidential Information. The safeguards contained in such

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program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of the CGA or State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:

- (1) A security policy for employees related to the storage, access and transportation of data containing Confidential Information;
 - (2) Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;
 - (3) A process for reviewing policies and security measures at least annually;
 - (4) Creating secure access controls to Confidential Information, including, but not limited to, passwords; and
 - (5) Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.
- (c) The Contractor and Contractor Parties shall notify the CGA and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, the CGA and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to, reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to Connecticut General Statutes § 36a-701a. Such credit monitoring or protection plans shall be approved by the CGA in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential Information Breach. The Contractors' costs and expenses for the credit monitoring and protection plan shall not be recoverable from the CGA, any State of Connecticut entity or any affected individuals.
- (d) The Contractor shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.
- (e) Nothing in this Section shall supersede in any manner Contractor's or Contractor Party's obligations pursuant to HIPAA or the provisions of this Contract concerning the obligations of the Contractor as a Business Associate of Covered Entity.

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56. Audit Requirements for Recipients of State Financial Assistance. For purposes of this paragraph, the word "contractor" shall be deemed to mean "nonstate entity," as that term is defined in Section 4-230 of the Connecticut General Statutes. The contractor shall provide for an annual financial audit acceptable to the CGA for any expenditure of state-awarded funds made by the contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The contractor will comply with federal and state single audit standards as applicable.

57. Anti-Trust

The Contractor hereby irrevocably assigns to the State of Connecticut all rights, title and interest in and to all Claims associated with this Contract that the Contractor now has or may or will have and that arise under the antitrust laws of the United States, 15 USC Section 1, et seq. and the antitrust laws of the State of Connecticut, Connecticut General Statute § 35-24, et seq., including, but not limited to, any and all Claims for overcharges. This assignment shall become valid and effective immediately upon the accrual of a Claim without any further action or acknowledgment by the parties.

IN WITNESS WHEREOF, the parties have executed this Contract by their duly authorized representatives with full knowledge of and agreement with its terms and conditions.

KNOWLEDGEWORKS GLOBAL, LTD.

CONNECTICUT GENERAL ASSEMBLY

By: Atul Goel

By: James E. Tamburro
James E. Tamburro (Oct 22, 2020 11:38 EDT)

Atul Goel
Name

James E. Tamburro
Name

Title: President

Title: Executive Director
Joint Committee on Legislative Management

Date: Oct 21, 2020

Date: Oct 22, 2020

ATTACHMENT A - Description of Goods and Services

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1. Recitals

- 1.1. WHEREAS, the CGA desires to enter into this Contract for the Composition and HTML versions of the *Official* General Statutes of Connecticut, revised to January 1, 2021 and January 1, 2023 and the 2022 and 2024 Supplements to the *Official* General Statutes of Connecticut;
- 1.2. WHEREAS, the CGA solicited proposals for the Composition and HTML versions of the *Official* General Statutes of Connecticut, revised to January 1, 2021 and January 1, 2023 and the 2022 and 2024 Supplements to the *Official* General Statutes of Connecticut;
- 1.3. WHEREAS, the Contractor submitted a Proposal for the Composition and HTML versions of the *Official* General Statutes of Connecticut, revised to January 1, 2021 and January 1, 2023 and the 2022 and 2024 Supplements to the *Official* General Statutes of Connecticut dated July 14, 2020 and revised on July 22, 2020;
- 1.4. WHEREAS, the CGA has, through a process conforming to the requirements of Connecticut General Statutes Section 2-71p, accepted the Proposal submitted by the Contractor;
- 1.5. NOW, in consideration of this Contract herein contained, the parties agree as follows.

2. Precedence of Documents

The Request for Proposal dated July 16, 2020 and the Proposal dated July 14, 2020 and revised Proposal dated July 22, 2020, submitted by Cenveo Worldwide Limited on behalf of the Contractor, are incorporated by reference into this Contract. Should there be any conflict between the above-mentioned documents and this Contract, the terms and conditions of this Contract shall take precedence.

3. Definitions

- 3.1. State Capitol Campus: Defined to include the Old State House, the Legislative Daycare center, the Legislative Office Garage, the State Capitol, Minuteman Park and the Legislative Office Building.
- 3.2. Normal Business Days: Monday through Friday, excluding Connecticut State Holidays which are New Year's Day, Martin Luther King Jr. Day, Lincoln's Birthday; Washington's Birthday; Good Friday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; and Christmas Day.
- 3.3. Normal Business Hours: Defined between 8 AM to 5 PM Normal Business Days.

4. Scope of Work

- 4.1. The Contractor shall provide for the composition and HTML versions of the *Official* General Statutes of Connecticut, revised to January 1, 2021 and January 1, 2023 and the 2022 and 2024 supplements to the *Official* General Statutes of Connecticut.
- 4.2. The Contractor shall complete the composition and HTML versions of the *Official* General Statutes of Connecticut, revised to January 1, 2021 and January 1, 2023 and the 2022 and 2024 supplements to the *Official* General Statutes of Connecticut per the Technical Specifications (**Attachment E**).

4.3. Subcontractors are not authorized to work under this Contract without advance notice and prior CGA written approval. During the contract term, the Contractor must submit a proposal requesting and obtaining written approval from the CGA for any work that will be performed by subcontractors in addition to those listed above prior to the work being performed. The Contractor shall assume responsibility for all services of the subcontractor. The Contractor shall be the sole point of contact with regards to all matters, including subcontractor performance. The Contractor shall ensure the subcontractor complies with all specifications, applicable prevailing rates, applicable licensing requirements, and appropriate insurance requirements.

4.4. Staffing

No person hired by the Contractor is an employee of the CGA. The Contractor acknowledges its duty to obtain, supervise, compensate, and take responsibility for the performance of its employees. Such responsibility shall also require adherence to all applicable state and federal laws and regulations, including but not limited to those concerning taxes, labor practices, wage rates, unemployment, nondiscrimination, and worker's compensation insurance. The Contractor also agrees to the following provisions:

4.4.1. Sexual Harassment: The CGA reserves the right to request removal of any employee from this Contract who violates the Standards of Conduct or Sexual Harassment policy as defined by the Connecticut General Assembly Employee Handbook.

4.4.2. Staff Competency: The Contractor shall employ on the premises only persons skilled and trained in the work assigned to them.

4.4.3. Staff Performance: The CGA, in its sole discretion, can determine that any person employed by the Contractor is not performing in accordance with the standards outlined in this Contract. Upon receiving written notification, the Contractor shall remove said employee from the State Capitol Campus subject to this contract and shall promptly substitute another employee. The Contractor shall promptly furnish qualified substitutes for any employees who, in the sole opinion of the CGA, is unsatisfactory.

4.5. The CGA may schedule monthly job meetings, and the Contractor may request additional job meetings throughout the course of the performance of the work under this Contract.

5. Specific Contractor Guarantees

In addition to the other Contractor guarantees contained in the Contract, the Contractor hereby agrees and guarantees:

5.1. To exercise normal care and diligence in the preparation and production of the electronic pages and the browsable HTML versions provided for in this Contract, and to inspect same for machine malfunctions and program or other errors, and to correct any errors so identified within the applicable delivery times provided for in this Contract, and if the Legislative Commissioners' Office ("LCO"), on behalf of the CGA, identifies any errors created or caused by the Contractor, the Contractor will correct such errors at no cost to the CGA;

5.2. That all electronic pages and browsable HTML versions delivered to the LCO pursuant to this Contract shall be of good quality and free of errors and defects, except that any errors contained

ATTACHMENT A - Description of Goods and Services

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in the production Word files delivered by the LCO to the Contractor need not be corrected unless specifically requested by the LCO;

- 5.3. That the Contractor shall remake any defective electronic pages that may be rejected by the LCO at no additional cost to the CGA. The term “defective electronic page” shall include, but not be limited to, any electronic page that does not meet the specifications contained in this Contract;
 - 5.4. That the Contractor shall, at its own expense, correct any errors which it may create through machine malfunction, program error or otherwise which the LCO may discover before or after the electronic pages provided for in this Contract have been used by the CGA’s printer in the preparation of the printed copies of the 2021 General Statutes, the 2022 Supplement, the 2023 General Statutes or the 2024 Supplement, as the case may be, and that if it is not reasonably possible for the CGA’s printer to effect any such correction due to the status of production of the 2021 General Statutes, the 2022 Supplement, the 2023 General Statutes or the 2024 Supplement, as the case may be, the Contractor will, at its own expense, provide errata sheets or labels in the quantity of the print run of the volumes affected and shall assume the distribution costs of the errata sheets or labels;
 - 5.5. That the Contractor shall, at its own expense, correct any errors it may create in the preparation of the browsable HTML versions provided for in this Contract;
 - 5.6. To ensure that any CD-ROMs or other media delivered to the LCO pursuant to the contract are complete, readable and virus free;
 - 5.7. To perform all work and make all deliveries of services and products as provided for in this Contract and in accordance with work and production schedules to be mutually agreed upon by the LCO and the Contractor; and
 - 5.8. If requested by the LCO, to return all materials delivered by the LCO to the Contractor pursuant to this Contract in good condition within two (2) calendar weeks of completion of the services provided for in this Contract.
6. Contract Term
The Contract will be in effect from the date the Contract is executed by both the Contractor and the CGA (the “Effective Date”) through June 30, 2024, with the option to extend this Contract one or more times for a combined total period not to exceed the complete length of the original term upon mutual agreement of both parties
 7. Conditions
The Contractor shall submit the documentation listed in Attachment C with this Contract and update as necessary, for the duration of this Contract, before a purchase order is authorized.
 8. Compensation
 - 8.1. The compensation for services hereunder shall be in accordance with **Attachment B** of this Contract and any signed purchase orders issued pursuant to this Contract. The Contractor shall not begin performance until the Contractor receives a signed purchase order. This is a unit price contract based on unit prices listed in **Attachment B**.
 - 8.2. Compensation under this Contract is contingent upon funding being available for this purpose;

8.3. Expense Reimbursements

Contractor will not be reimbursed for contract or travel-related expenses. No compensation will be made for any mileage or any reimbursements, except where there is a major outlay of resources made by the Contractor which was previously approved by the CGA in writing.

8.4. Cost of Consumable Materials and Shipping

All costs of consumable materials and shipping shall be included in pricing set forth in **Attachment B**. No additional compensation will be made to the Contractor for consumable materials and/or shipping.

8.5. Payment Terms

Payment terms under this Contract are set forth in **Attachment B**. Payment shall be made only after the CGA receives and accepts the Goods and/or Services and after it receives a properly completed invoice.

Unless otherwise specified in the Contract, payment for all accepted Goods and/or Services shall be due within forty-five (45) days after acceptance of the Goods and/ or Services (in arrears) in accordance with Conn. Gen. Stat. §4a-71, or twenty five (25) days if the Contractor is a certified small contractor or minority business enterprise as defined in Conn. Gen. Stat. §4a-60g.

8.6. Frequency of Billing

Invoices shall be submitted upon completion of the deliverables outlined in this Contract.

8.7. Properly Prepared Invoice

The Contractor shall submit a Properly Prepared Invoice to the CGA for the Performance. A Properly Prepared Invoice is defined as an invoice that is dated subsequent to the date the goods/services have been received and that is accompanied by all the required information and supporting documentation as delineated below:

8.7.1. A Properly Prepared Invoice shall include

- i. Invoice date;
- ii. Invoice number;
- iii. The purchase order number;
- iv. Separate invoice line for labor, materials and equipment;
- v. Description of the service provided and the services dates;
- vi. Separate invoice lines for the following charges:
 - a. Composition of electronic pages from Word files:
 - 1) Table of Contents;
 - 2) Constitutional Documents and General Statutes;
 - 3) Reference tables;
 - 4) Miscellaneous pages;
 - 5) Preface;
 - 6) Spines and covers;
 - b. Adjustment of tables and forms;
 - c. Author's alterations and corrections;
 - d. Re-composition or re-running of pages made necessary by adjustment of tables and forms, author's alteration, corrections, etc.;

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-
- e. Non-automated type composition:
 - 1) Input from State's manuscript;
 - 2) Production of electronic pages;
 - f. Preparation and delivery of browsable HTML version.
 - vii. All invoices shall reflect the lines on the signed purchase order.

The CGA reserves the right to reject invoices for payment if the information provided on the invoices fails to confirm to the guidelines set out above. The Contractor is responsible for all subcontractor invoices (if applicable) and supporting documentation and must resolve any discrepancies with the subcontractor.

8.7.2. Invoices should be sent directly to Accounts Payable Group; Office of Legislative Management; 300 Capitol Avenue, Room 5100; Hartford, CT 06106 or emailed to OLM.AP@cga.ct.gov.

8.8. Price Adjustments

No price increases are allowed under this Contract, unless mutually agreed upon in writing by both parties.

8.9. Liquidated Damages

8.9.1. Liquidated damages will be incurred as a result of a Contract breach. By law, the three requisite conditions to establish any liquidated damages are that: (1) the damage from a breach of Contract was uncertain in amount or difficult to prove; (2) there was an advance intent by the parties to establish liquidating damages in the event of a Contract breach; and (3) the amount stipulated was reasonable. *Hanson Development Co. v. East Great Plains Shopping Center, Inc.*, 485 A.2d 1296, 1300 (Conn. 1985).

8.9.2. The Contractor shall understand and agree that time is of the essence and that in the case of failure on the part of the Contractor, except with the written consent of the LCO, to complete the furnishing of services as provided for in the contract within the time required, the CGA shall have the right to deduct from any moneys due, or which may become due, or if no moneys shall become due, the right to recover the amount of five hundred dollars (\$500.00), for each calendar day elapsing between the time agreed for delivery and the actual date of delivery, in accordance with the terms of the awarded contract, the deduction to be made or the sum to be recovered as liquidated damages.

Recovery of Liquidated Damages shall be construed as cumulative and does not prevent the CGA from recovery of any other remedy provided for in the Contract or at law or in equity.

9. Liability for Loss or Injury to Materials

The Contractor shall be liable for any loss or injury to any material furnished under this Contract that is caused by the Contractor's failure to exercise such care in regard to such material as a reasonable, careful owner of similar material.

10. Delivery

All electronic pages and browsable HTML versions provided for under this Contract, and any materials being returned by the Contractor to the LCO pursuant to the Contract, shall be delivered

ATTACHMENT A - Description of Goods and Services

Contract Title: Composition & HTML Versions of the *Official*

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or transmitted to: LCO, Room 5500, Legislative Office Building, 300 Capitol Avenue, Hartford, CT 06106-1591; or to the e-mail address or Internet FTP site specified by the LCO, or to such other address as the LCO may designate in writing. There shall be no additional cost for transportation, including air transportation. Such costs are incorporated into the applicable prices outlined in Attachment B of this Contract.

11. Passing of Title

Title to and possession of the electronic pages and the browsable HTML versions provided for under the Contract shall pass to the CGA upon delivery of same to the LCO, Room 5500, Legislative Office Building, 300 Capitol Avenue, Hartford, CT 06106-1591, or to the e-mail address or Internet FTP site specified by the LCO, or to such other address as the LCO may designate in writing. Title to and possession of the CD-ROMs, FTP files, or other media provided for under this Contract shall pass to the CGA upon delivery of same to the LCO at the above address, or to the e-mail address or Internet FTP site specified by the LCO.

12. Use of Materials Delivered by the LCO

The Contractor shall not divulge or utilize for its own benefit or purposes, or for the benefit or purposes of any of its clients or subscribers or any other person, any material delivered to it or acquired by it in the course of preparing the electronic pages and the browsable HTML versions provided for under the contract without the prior written consent of the Legislative Commissioners Office, or their designee, on behalf of the CGA.

13. Assignment of Copyright

The 2021 General Statutes, the 2022 Supplement, the 2023 General Statutes, and the 2024 Supplement produced pursuant to this Contract are each a “work made for hire” specially commissioned by the CGA. To the extent, if any, that any content produced pursuant to this Contract is not deemed a “work made for hire,” such content is hereby assigned to the CGA and all rights thereto shall be vested solely in the CGA.

14. Contract Close Required Documentation

The Contractor shall provide the following documentation upon project completion and prior to payment of retainage:

- 14.1. **Materials and Workmanship Warranty:** The Contractor shall guarantee all materials and workmanship under the specifications and this Contract for a period of one (1) year from the date of final acceptance by owner. During this warranty period, all defects developing through defective materials or workmanship shall be corrected or replaced immediately by the Contractor without expense to the CGA. Such revisions or replacements shall be made to the CGA's satisfaction.

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ATTACHMENT A - Description of Goods and Services

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15. Notice

All notices, demands, requests, consents, approvals or other communications required or permitted to be given or which are given with respect to this Contract (for the purpose of this section collectively called "Notices") shall be deemed to have been effected at such time as (a) the notice is placed in the U.S. mail, first class and postage pre-paid, return receipt requested, (b) the notice is placed with a recognized, overnight express delivery service that provides for a return receipt or sent via email, or (c) an email is sent.

If to the CGA

Mailing Address: Contracting Department
CT General Assembly
Office of Legislative Management
Legislative Office Building
300 Capitol Avenue, Room 5100
Hartford, CT 06106

Email: CGAContracting@cga.ct.gov.

If to the Contractor:

Contact Name/Title: Laura Lowder, Manager Books Publishing

Mailing Address: 1200 Tiger Grand Drive
Conway, SC 29526

Email: laura.smith@cenveo.com

The parties are executing this Contract on the date below their respective signatures.

KNOWLEDGEWORKS GLOBAL, LTD.

CONNECTICUT GENERAL ASSEMBLY

By: Atul Goel

By: James E. Tamburro
James E. Tamburro (Oct 22, 2020 11:38 EDT)

Atul Goel
Name

James E. Tamburro
Name

Title: President

Title: Executive Director
Joint Committee on Legislative Management

Date: Oct 21, 2020

Date: Oct 22, 2020

ATTACHMENT B – Price ScheduleContract Title: Composition & HTML Versions of the *Official*

Contract # JCLM20REG0014

Connecticut General Statutes & Supplements 2021-2024

| Deliverables for the Composition & Delivery of the Electronic Pages and HTML Version of the 2021 Connecticut General Statutes | | |
|--|---|------------------|
| (a) Composition of electronic pages from Word files of: | | |
| | Tables of Contents (estimated 76 pages): | \$ 2.40 per page |
| | Constitutional Documents and General Statutes (estimated 18,627 pages): | \$ 2.10 per page |
| | Reference Tables (estimated 1,144 pages): | \$ 2.40 per page |
| | Miscellaneous pages (estimated 94 pages): | \$ 2.40 per page |
| | Preface (estimated 6 pages): | \$ 2.40 per page |
| | Spines and covers (total 32 pages): | \$ 6.50 per page |
| (b) Adjustment of tables and forms: | | \$ 2.00 per page |
| (c) Author's alterations and corrections: | | \$ 1.75 per page |
| (d) Re-composition or re-running of pages made necessary by adjustment of tables and forms, author's alterations, corrections, etc.: | | \$ 2.00 per page |
| (e) Non-automated type composition: | | |
| | Input from State's manuscript: | \$ 1.00 per line |
| | Production of electronic pages: | \$ 2.40 per page |
| (f) Preparation and delivery of browsable HTML version of the 2021 General Statutes: | | \$ 6,000 |
| (g) Proposer's standard rates for any related services not covered above: | | N/A |

| Deliverables for the Composition & Delivery of the Electronic Pages and HTML Version of the 2022 Supplement | | |
|--|--|------------------|
| (a) Composition of electronic pages from Word files of: | | |
| | Tables of Contents (estimated 30 pages): | \$ 2.40 per page |
| | Selected sections from the General Statutes (estimated 3,300 pages): | \$ 2.10 per page |
| | Reference Tables (estimated 30 pages): | \$ 2.40 per page |
| | Miscellaneous pages (estimated 24 pages): | \$ 2.40 per page |
| | Preface (estimated 6 pages): | \$ 2.40 per page |
| | Spines and covers (estimated 6 pages): | \$ 6.50 per page |
| (b) Adjustment of tables and forms: | | \$ 2.00 per page |
| (c) Author's alterations and corrections: | | \$ 1.75 per page |
| (d) Re-composition or re-running of pages made necessary by adjustment of tables and forms, author's alterations, corrections, etc.: | | \$ 2.00 per page |
| (e) Non-automated type composition: | | |
| | Input from State's manuscript: | \$ 1.00 per line |
| | Production of electronic pages: | \$ 2.40 per page |
| (f) Preparation and delivery of browsable HTML version of the 2022 Supplement: | | \$3,000 |
| (g) Proposer's standard rates for any related services not covered above: | | N/A |

ATTACHMENT B – Price Schedule

Contract Title: Composition & HTML Versions of the *Official*
Connecticut General Statutes & Supplements 2021-2024

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| Deliverables for the Composition & Delivery of the Electronic Pages and HTML Version of the 2023 Connecticut General Statutes | | |
|--|---|------------------|
| (a) Composition of electronic pages from Word files of: | | |
| | Tables of Contents (estimated 76 pages): | \$ 2.40 per page |
| | Constitutional Documents and General Statutes (estimated 19,183 pages): | \$ 2.10 per page |
| | Reference Tables (estimated 1,178 pages): | \$ 2.40 per page |
| | Miscellaneous pages (estimated 94 pages): | \$ 2.40 per page |
| | Preface (estimated 6 pages): | \$ 2.40 per page |
| | Spines and covers (total 32 pages): | \$ 6.50 per page |
| (b) Adjustment of tables and forms: | | \$ 2.00 per page |
| (c) Author’s alterations and corrections: | | \$ 1.75 per page |
| (d) Re-composition or re-running of pages made necessary by adjustment of tables and forms, author’s alterations, corrections, etc.: | | \$ 2.00 per page |
| (e) Non-automated type composition: | | |
| | Input from State’s manuscript: | \$ 1.00 per line |
| | Production of electronic pages: | \$ 2.40 per page |
| (f) Preparation and delivery of browsable HTML version of the 2023 General Statutes: | | \$6,000 |
| (g) Proposer’s standard rates for any related services not covered above: | | N/A |

| Deliverables for the Composition & Delivery of the Electronic Pages and HTML Version of the 2024 Supplement | | |
|--|--|------------------|
| (a) Composition of electronic pages from Word files of: | | |
| | Tables of Contents (estimated 30 pages): | \$ 2.40 per page |
| | Selected sections from the General Statutes (estimated 3,300 pages): | \$ 2.10 per page |
| | Reference Tables (estimated 30 pages): | \$ 2.40 per page |
| | Miscellaneous pages (estimated 28 pages): | \$ 2.40 per page |
| | Preface (estimated 6 pages): | \$ 2.40 per page |
| | Spines and covers (estimated 6 pages): | \$ 6.50 per page |
| (b) Adjustment of tables and forms: | | \$ 2.00 per page |
| (c) Author’s alterations and corrections: | | \$ 1.75 per page |
| (d) Re-composition or re-running of pages made necessary by adjustment of tables and forms, author’s alterations, corrections, etc.: | | \$ 2.00 per page |
| (e) Non-automated type composition: | | |
| | Input from State’s manuscript: | \$ 1.00 per line |
| | Production of electronic pages: | \$ 2.40 per page |
| (f) Preparation and delivery of browsable HTML version of the 2024 Supplement: | | \$3,000 |
| (g) Proposer’s standard rates for any related services not covered above: | | N/A |

Payment Terms

Payment terms are net 45 days.

Connecticut SBE/MBE: MBE SBE Neither

ATTACHMENT C – Required Forms ChecklistContract Title: Composition & HTML Versions of the *Official*

Contract # JCLM20REG0014

Connecticut General Statutes & Supplements 2021-2024

| REQUIRED FORM | COMPLETED? |
|---|-------------------------------------|
| <u>Insurance Certificate and Endorsement</u> The Contractor shall submit sufficient commercial general liability insurance at levels, as delineated in Section 33 of this Contract. The Contractor shall name the State/CT General Assembly as an additional insured on the policy, shall provide a certificate of insurance or a copy of the policy, and shall provide an endorsement indicating the State/CT General Assembly has been added to the policy as an additional insured prior to the effective date of this Contract. Insurance coverage shall be maintained during the time that any provisions survive the term of this Contract. The Contractor shall not begin performance until the delivery of the policy to the CGA. | N/A |
| <u>Nondiscrimination Form</u> The Contractor shall complete and submit the Nondiscrimination Certification pursuant to Conn. Gen. Stat. §4a-60(a) and Conn. Gen. Stat. §4a-60a(a). | <input checked="" type="checkbox"/> |
| <u>Gift and Campaign Contribution Ban Acknowledgement Form</u> The Contractor shall complete and submit the Gift and Campaign Contribution Ban Acknowledgement Form pursuant to Conn. Gen. Stat. §4-250; Conn. Gen. Stat. §4-252(c); and Conn. Gen. Stat. §9-612(f)(2) and any subsequent amendments to these sections. | <input checked="" type="checkbox"/> |
| <u>Iran Certification</u> Effective October 1, 2013, this form must be submitted for any large state contract, as defined in Conn. Gen. Stat. §4-250. This form must always be submitted with the bid or proposal, or if there was no bid process, with the resulting contract, regardless of where the principal place of business is located. | <input checked="" type="checkbox"/> |
| <u>CHRO Documentation</u> The Contractor shall complete the Contract Compliance Monitoring Report for the Connecticut Commission on Human Rights and Opportunities (CHRO) in accordance with Conn. Gen. Stat. §§46a-68 and 46a-68a. | <input checked="" type="checkbox"/> |
| <u>Proof of Authorization Form</u> The Contractor shall complete the attached form. | <input checked="" type="checkbox"/> |
| <u>Vendor Profile Form</u> The Contractor shall complete the attached form. | <input checked="" type="checkbox"/> |
| <u>W-9 Form</u> The Contractor shall complete the attached form. | <input checked="" type="checkbox"/> |

ATTACHMENT D - Notice to Legislative Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Ban

Contract Title: Composition & HTML Versions of the *Official*

Contract # JCLM20REG0014

Connecticut General Statutes & Supplements 2021-2024

This notice is provided under the authority of Connecticut General Statutes § 9-612 (f)(2) and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined later on in the notice).

Campaign Contribution and Solicitation Limitations

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 the General Assembly or a holder, or principal of a holder, of a valid prequalification certificate shall make a contribution to (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 (which includes town committees). In addition, no holder or principal of a holder of a valid prequalification certificate shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State 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. On and after January 1, 2011, 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 the General Assembly, shall knowingly solicit contributions from the state contractor's or prospective state contractor's employees or from a subcontractor or principals of the subcontractor on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office 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—Up to \$2,000 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 up to \$2,000 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 not more than \$5,000 in fines, or both.

Contract Consequences

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

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions 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 shall 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.

ATTACHMENT D - Notice to Legislative Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Ban

Contract Title: Composition & HTML Versions of the *Official*

Contract # JCLM20REG0014

Connecticut General Statutes & Supplements 2021-2024

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, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

“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.

ATTACHMENT D - Notice to Legislative Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Ban

Contract Title: Composition & HTML Versions of the *Official*

Contract # JCLM20REG0014

Connecticut General Statutes & Supplements 2021-2024

“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, serving on the committee that is hosting a fundraising event, introducing the candidate or making other public remarks at a fundraising event, being honored or otherwise recognized at a fundraising event, 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.

“Subcontractor” means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor’s state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates.

“Subcontractor” does not include (i) 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 (ii) 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 subcontractor” 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 subcontractor, 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 subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (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 subcontractor.

ATTACHMENT E

SPECIFICATIONS FOR COMPOSITION AND HTML VERSIONS OF THE 2021 *OFFICIAL* GENERAL STATUTES OF CONNECTICUT, THE 2022 SUPPLEMENT TO THE GENERAL STATUTES, THE 2023 *OFFICIAL* GENERAL STATUTES OF CONNECTICUT, AND THE 2024 SUPPLEMENT TO THE GENERAL STATUTES

I. INTRODUCTION AND SUMMARY OF SERVICES REQUIRED

- A. LEGISLATIVE COMMISSIONERS' OFFICE:** The Legislative Commissioners' Office (LCO) is directed by a Democratic Commissioner and a Republican Commissioner appointed by the Connecticut General Assembly (CGA), and is a nonpartisan office of the CGA whose legal staff is responsible for drafting and reviewing all bills, amendments and resolutions coming before the CGA. The LCO is also responsible for publishing the *official* Connecticut Public and Special Acts each year, codifying the Public Acts of each legislative session, revising the *official* General Statutes of Connecticut and publishing same at the beginning of each odd-numbered year, and publishing Supplements thereto at the beginning of each even-numbered year. In addition, the LCO supervises the preparation of browsable HTML versions of the General Statutes and the Supplements for use on the CGA's web site. The Joint Committee on Legislative Management is responsible for all business activities involving the LCO. The LCO is seeking the services summarized in paragraphs B and C of this section.
- B. 2021 AND 2023 *OFFICIAL* GENERAL STATUTES OF CONNECTICUT:**
- (1) Composition of the *official* General Statutes of Connecticut, revised to January 1, 2021, ("2021 General Statutes") during November/December 2020, and composition of the *official* General Statutes of Connecticut, revised to January 1, 2023, ("2023 General Statutes") during November/December 2022. The composition services shall include, but not be limited to, the preparation of electronic pages (PDF files with all fonts and images embedded) ("electronic pages") of all data or material delivered by the LCO from its Word database of the General Statutes (approximately 19,973 electronic pages for the 2021 General Statutes and approximately 20,563 electronic pages for the 2023 General Statutes). The style and format of the electronic pages shall be the same as the style and format of the *official* General Statutes of Connecticut, revised to January 1, 2019. The electronic pages will be used by the CGA's printer in the printing of the 2021 General Statutes and the 2023 General Statutes, respectively. The CGA will require all such electronic pages to be produced within the specific time periods set forth in "**II. PROJECT SPECIFICATIONS AND DEADLINES**", "**C. WORK TO BE**

PERFORMED BY THE CONTRACTOR” which, in general, represents a period of **three (3) to four (4) calendar weeks**; and

- (2) The preparation of a browsable HTML version of the 2021 General Statutes electronic pages and the 2023 General Statutes electronic pages for use on the CGA's internal and external web sites. The CGA will require such browsable HTML version of the 2021 General Statutes and the 2023 General Statutes to be delivered within **six (6) calendar weeks** from acceptance by the LCO of the 2021 General Statutes electronic pages and the 2023 General Statutes electronic pages, respectively.

C. 2022 AND 2024 SUPPLEMENT TO THE GENERAL STATUTES:

- (1) Composition of the 2022 Supplement to the General Statutes (“2022 Supplement”) during December 2021, and composition of the 2024 Supplement to the General Statutes (“2024 Supplement”) during December 2023. The composition services shall include, but not be limited to, the preparation of electronic pages of all data or material delivered by the LCO from its Word database of the General Statutes (approximately 3,394 pages for both the 2022 Supplement and the 2024 Supplement). The style and format of the electronic pages shall be the same as the style and format of the 2020 Supplement to the General Statutes. The electronic pages will be used by the CGA’s printer in the printing of the 2022 Supplement and the 2024 Supplement, respectively. The CGA will require all such electronic pages to be produced within the specific time periods set forth in “**II. PROJECT SPECIFICATIONS AND DEADLINES**”, “**C. WORK TO BE PERFORMED BY THE CONTRACTOR**” which, in general, represents a period of **two (2) to three (3) calendar weeks**; and
- (2) The preparation of a browsable HTML version of the 2022 Supplement electronic pages and the 2024 Supplement electronic pages for use on the CGA's internal and external web sites. The CGA will require such browsable HTML version of the 2022 Supplement and the 2024 Supplement to be delivered within **three (3) calendar weeks** from acceptance by the LCO of the 2022 Supplement electronic pages and the 2024 Supplement electronic pages, respectively.

II. PROJECT SPECIFICATIONS AND DEADLINES

The specific production timetables for the composition of the 2021 General Statutes electronic pages, the 2022 Supplement electronic pages, the 2023 General Statutes electronic pages and the 2024 Supplement electronic pages will be determined from the actual delivery date of Word files and manuscript copy for each publication by the LCO to the Contractor.

Delivery by the LCO of the materials for the 2021 General Statutes is expected to occur between **November 5, 2020, and December 3, 2020.**

Delivery by the LCO of the materials for the 2022 Supplement is expected to occur between **December 9, 2021, and December 23, 2021.**

Delivery by the LCO of the materials for the 2023 General Statutes is expected to occur between **November 10, 2022, and December 8, 2022.**

Delivery by the LCO of the materials for the 2024 Supplement is expected to occur between **December 7, 2023, and December 23, 2023.**

NOTE: Delivery of such materials may be delayed in any year in which the CGA convenes in special session.

The specific production timetables for the preparation of the HTML version of the 2021 General Statutes, the HTML version of the 2022 Supplement, the HTML version of the 2023 General Statutes and the HTML version of the 2024 Supplement will be determined from the date of acceptance by the LCO of the 2021 General Statutes electronic pages, the 2022 Supplement electronic pages, the 2023 General Statutes electronic pages and the 2024 Supplement electronic pages, as the case may be.

A. MATERIALS TO BE DELIVERED BY THE LCO:

(1) Composition and HTML version of the 2021 and 2023 General Statutes:

The LCO shall deliver the following materials to the Contractor to enable it to compose the 2021 General Statutes electronic pages and the 2023 General Statutes electronic pages and to prepare the HTML version of such electronic pages pursuant to this Contract:

- (a) Microsoft Word files (“Word files”) containing representative samples of the General Statutes of Connecticut, revised to January 1, 2019, if requested to do so by the Contractor. These samples will include Tables of Contents, Constitutional Documents, General Statutes, Reference Tables, Miscellaneous Pages and the Preface, for software development purposes;
- (b) One (1) set of the *official* General Statutes of Connecticut, revised to January 1, 2019, and/or the PDF files of same, for style, format and appearance purposes, if requested to do so by the Contractor;
- (c) HTML files containing representative samples of the HTML version of the General Statutes of Connecticut, revised to January 1, 2019, in both browse and searchable formats, if requested to do so by the Contractor for software development purposes;

- (d) Production Word files to be computer composed by the Contractor into electronic pages in accordance with the composition requirements set out in this Contract;
 - (e) If required by the LCO, manuscript copy of any miscellaneous pages to be prepared and composed by the Contractor into electronic pages;
 - (f) Marked up proofs, printouts or manuscript copy of any tables or forms contained in the 2021 and 2023 General Statutes that may need to be adjusted or re-proportioned by the Contractor; and
 - (g) Marked up proofs, printouts or manuscript copy of any author's alterations and corrections that may be required by the LCO.
- (2) **Composition and HTML version of the 2022 and 2024 Supplement:** The LCO shall deliver the following materials to the Contractor to enable it to compose the 2022 Supplement electronic pages and the 2024 Supplement electronic pages and to prepare the HTML version of such electronic pages pursuant to this Contract:
- (a) Word files containing representative samples of the 2020 Supplement to the General Statutes, if requested to do so by the Contractor. These samples will include Tables of Contents, General Statutes, Reference Tables, Miscellaneous Pages and the Preface, for software development purposes;
 - (b) One (1) set of the 2020 Supplement to the General Statutes, and/or the PDF files of same, for style, format and appearance purposes, if requested to do so by the Contractor;
 - (c) HTML files containing representative samples of the HTML version of the 2020 Supplement to the General Statutes, in both browse and searchable formats, if requested to do so by the Contractor for software development purposes;
 - (d) Production Word files to be computer composed by the Contractor into electronic pages in accordance with the composition requirements set out in this Contract. Since it will not be possible to determine where each Supplement volume will break until the main contents of all volumes have been composed, the LCO will not deliver final Word files of the spines, covers and Tables of Contents to the Contractor until such information becomes available;
 - (e) If required by the LCO, manuscript copy of any miscellaneous pages to be prepared and composed by the Contractor into electronic pages;

- (f) Marked up proofs, printouts or manuscript copy of any tables or forms contained in the 2022 and 2024 Supplement that may need to be adjusted or re-proportioned by the Contractor; and
- (g) Marked up proofs, printouts or manuscript copy of any author's alterations and corrections that may be required by the LCO.

All production Word files of data, printouts and manuscript copy shall be delivered by the LCO in accordance with work and production schedules agreed to by the LCO and the Contractor.

B. SERVICES AND PRODUCTS REQUIRED BY THE CGA:

(1) Composition and HTML version of the 2021 and 2023 General Statutes:

The Contractor shall provide the following:

- (a) Electronic pages of the 2021 and 2023 General Statutes, each of which will be divided into sixteen (16) volumes as follows:

Volume 1 (includes Preface, Table of Contents, Constitutional Documents and Titles 1 to 6, inclusive) -- estimated 1,550 pages for the 2021 General Statutes and 1,602 pages for the 2023 General Statutes;

Volume 2 (includes Table of Contents and Titles 7 and 8) -- estimated 1,139 pages for the 2021 General Statutes and 1,162 pages for the 2023 General Statutes;

Volume 3 (includes Table of Contents and Titles 9 to 11, inclusive) -- estimated 1,695 pages for the 2021 General Statutes and 1,756 pages for the 2023 General Statutes;

Volume 4 (includes Table of Contents and Titles 12 to 13b, inclusive) -- estimated 1,561 pages for the 2021 General Statutes and 1,606 pages for the 2023 General Statutes;

Volume 5 (includes Table of Contents and Titles 14 to 16a, inclusive) -- estimated 1,342 pages for the 2021 General Statutes and 1,392 pages for the 2023 General Statutes;

Volume 6 (includes Table of Contents and Titles 17 to 19a, inclusive) -- estimated 1,615 pages for the 2021 General Statutes and 1,668 pages for the 2023 General Statutes;

ATTACHMENT E - Technical Specifications

Contract Title: Composition & HTML Versions of the *Official*

Contract # JCLM20REG0014

Connecticut General Statutes & Supplements 2021-2024

Volume 7 (includes Table of Contents and Titles 20 to 21a, inclusive) -- estimated 982 pages for the 2021 General Statutes and 1,012 pages for the 2023 General Statutes;

Volume 8 (includes Table of Contents and Titles 22 to 26, inclusive) -- estimated 1,484 pages for the 2021 General Statutes and 1,512 pages for the 2023 General Statutes;

Volume 9 (includes Table of Contents and Titles 27 to 32, inclusive) -- estimated 1,569 pages for the 2021 General Statutes and 1,616 pages for the 2023 General Statutes;

Volume 10 (includes Table of Contents and Titles 33 to 37, inclusive) -- estimated 1,253 pages for the 2021 General Statutes and 1,284 pages for the 2023 General Statutes;

Volume 11 (includes Table of Contents and Titles 38 to 44, inclusive) -- estimated 1,798 pages for the 2021 General Statutes and 1,866 pages for the 2023 General Statutes;

Volume 12 (includes Table of Contents and Titles 45 to 50a, inclusive) -- estimated 1,352 pages for the 2021 General Statutes and 1,384 pages for the 2023 General Statutes;

Volume 13 (includes Table of Contents and Titles 51 to 55, inclusive) -- estimated 1,439 pages for the 2021 General Statutes and 1,474 pages for the 2023 General Statutes;

Volume 14 (Index) [**Index pages not part of this Contract**] -- estimated 4 miscellaneous pages for the 2021 and 2023 General Statutes;

Volume 15 (Index) [**Index pages not part of this Contract**] -- estimated 2 miscellaneous pages for the 2021 and 2023 General Statutes; and

Volume 16 (Index and Reference Tables) [**Index pages not part of this Contract**] -- estimated 1,238 Reference Table and miscellaneous pages for the 2021 General Statutes and 1,272 Reference Table and miscellaneous pages for the 2023 General Statutes;

(b) Miscellaneous electronic pages for Volumes 1 to 16, inclusive, the number of which is included in the estimated page counts set forth in (a) above;

(c) Electronic pages of the spines and covers for Volumes 1 to 16, inclusive -- total 32 pages for each of the 2021 and 2023 General Statutes; and

(d) A browsable HTML version of the 2021 and 2023 General Statutes for use on the CGA's internal and external web sites.

(2) **Composition and HTML version of the 2022 and 2024 Supplement:** The Contractor shall provide the following:

(a) Electronic pages of the 2022 and 2024 Supplement -- estimated 3,394 pages for both the 2022 Supplement and the 2024 Supplement. These electronic pages will include spines, covers, Tables of Contents, Preface, General Statutes text pages, miscellaneous pages and Reference Tables [**Index pages are not part of this Contract**]. The 2022 and 2024 Supplement will be divided into three (3) substantially even page count volumes, unless the quantity of legislation enacted by the CGA requires one or more additional volumes; and

(b) A browsable HTML version of the 2022 and 2024 Supplement for use on the CGA's internal and external web sites.

C. WORK TO BE PERFORMED BY THE CONTRACTOR:

(1) **Composition and HTML version of the 2021 and 2023 General Statutes:** The Contractor shall perform the following:

(a) Complete all necessary software development, including the translation of the LCO's composition codes and formatting commands, required to compose the Word files of the 2021 and 2023 General Statutes, delivered by the LCO, into electronic pages as provided for in this Contract. If required by the LCO, the Contractor shall submit sample electronic pages to the LCO for approval, and shall not produce the final electronic pages until the sample pages have been approved in writing by the LCO;

(b) Prepare and deliver to the LCO electronic pages, in accordance with the composition requirements specified in this Contract, of the following elements of the 2021 and 2023 General Statutes delivered to the Contractor by the LCO in the form of Word files or as manuscript copy:

(i) The Tables of Contents for Volumes 1 to 13, inclusive (estimated 76 pages for each of the 2021 and 2023 General Statutes);

(ii) The Constitutional Documents, consisting of the United States Constitution and the Amendments thereto, the Constitution of the State of Connecticut and the Amendments thereto, and the Codified Constitution of the State of Connecticut Incorporating all Extant Amendments;

ATTACHMENT E - Technical Specifications

Contract Title: Composition & HTML Versions of the *Official*

Contract # JCLM20REG0014

Connecticut General Statutes & Supplements 2021-2024

- (iii) Titles 1 to 55, inclusive, of the General Statutes (together with the Constitutional Documents above, estimated 18,627 pages for the 2021 General Statutes and 19,198 pages for the 2023 General Statutes);
- (iv) The Reference Tables published in Volume 16 (estimated 1,140 pages for the 2021 General Statutes and 1,178 pages for the 2023 General Statutes);
- (v) Miscellaneous pages, consisting of title pages, “Authority” page, “Cite as” pages, “Copyright” pages, “Preface” pages. “Effective Dates” pages and various divider pages, for Volumes 1 to 16, inclusive (estimated 94 pages for each of the 2021 and 2023 General Statutes);
- (vi) The spines and covers for Volumes 1 to 16, inclusive (total 32 pages for each of the 2021 and 2023 General Statutes).

The Contractor shall charge the CGA for preparing the 2021 General Statutes electronic pages in accordance with the applicable prices outlined in **Attachment B** and for preparing the 2023 General Statutes electronic pages in accordance with the applicable prices outlined in **Attachment B**;

- (c) If required by the LCO, prepare electronic pages from manuscript copy supplied by the LCO of certain miscellaneous pages to be published in the 2021 and 2023 General Statutes (non-automated type composition). The Contractor shall charge the CGA for preparing such electronic pages in accordance with the applicable prices outlined in **Attachment B**;
- (d) Adjust and/or re-proportion, where necessary, the format or layout of certain tables or forms as required by the LCO. The Contractor shall charge the CGA for such adjustment and/or re-proportioning in accordance with the applicable prices outlined in **Attachment B**;
- (e) Carry out all author’s alterations and corrections which the LCO may require. The Contractor shall charge the CGA for carrying out such author’s alterations and corrections in accordance with the applicable prices outlined in **Attachment B**;
- (f) Deliver to the LCO, or as the LCO may direct, the electronic pages incorporating the adjusted and/or re-proportioned tables and forms, spines, covers, Tables of Contents, Reference Tables, author’s alterations and corrections provided for under this Contract as follows:

- (i) Electronic pages -- in not more than **seven (7) calendar days** from receipt of the LCO's production Word files or manuscript copy;
 - (ii) Spines, covers, Tables of Contents and Reference Tables -- in not more than **seven (7) calendar days** from receipt of the LCO's production Word files or manuscript copy;
 - (iii) Author's alterations and corrections -- in not more than **five (5) calendar days** from receipt of same from the LCO;
- (g) Deliver to the LCO proof PDF files of all electronic pages generated pursuant to this Contract. Such proof electronic pages shall include trim lines and crop marks for proofing purposes. The LCO will be responsible for proofing such electronic pages in the LCO. The LCO will request that the trim lines and crop marks be removed prior to the composition of the final production electronic pages;
- (h) Prepare and deliver to the LCO a browsable HTML version of Titles 1 to 55, inclusive, of the 2021 and 2023 General Statutes, using the coded files prepared by the Contractor for the composition of the electronic pages of said Titles 1 to 55, inclusive, as follows:
- (i) The Contractor shall: (A) Replicate the style, format and text colorization of the browsable HTML version of the General Statutes of Connecticut, revised to January 1, 2019, including the indentation of paragraphs, the insertion of a blank line before each new paragraph, etc.; (B) provide for no point size changes in the data when displayed; (C) ensure that the browsable HTML version of the 2021 and 2023 General Statutes may be copied directly from an FTP site, CD-ROM or other media to the CGA's internal and external web sites without any file directory or HTML manipulation; (D) ensure that the browsable HTML version of the 2021 and 2023 General Statutes is compatible with the CGA's Text Search system provided on its internal and external web sites; and (E) ensure that the browsable HTML version of the 2021 and 2023 General Statutes is compatible with Edge, Microsoft Edge, Chrome, Safari, Firefox and Opera. Any variations in style, format and text colorization, or in compatibility with specific browser software, shall be agreed upon by the LCO and the Contractor, and such agreement shall be reduced to writing prior to the commencement of the project;
 - (ii) The Contractor shall deliver the browsable HTML version of the 2021 and 2023 General Statutes not more than **six (6) calendar weeks** from acceptance of the electronic pages by the LCO;

- (iii) The Contractor shall charge the CGA for the browsable HTML version of the 2021 General Statutes in accordance with the applicable prices outlined in **Attachment B** and for the browsable HTML version of the 2023 General Statutes in accordance with the applicable prices outlined in **Attachment B**.

(2) **Composition and HTML version of the 2022 and 2024 Supplement:** The Contractor shall perform the following:

- (a) Complete all necessary software development, including the translation of the LCO's composition codes and formatting commands, required to compose the Word files of the 2022 and 2024 Supplement, delivered by the LCO, into electronic pages as provided for in this Contract. If required by the LCO, the Contractor shall submit sample electronic pages to the LCO for approval, and shall not produce the final electronic pages until the sample pages have been approved in writing by the LCO;
- (b) Assist the LCO in determining where each volume shall break so as to achieve, to the extent possible, even-sized volumes (three (3) volumes unless the quantity of legislation enacted by the CGA requires one or more additional volumes);
- (c) Prepare and deliver to the LCO electronic pages, in accordance with the composition requirements specified in this Contract, of the following elements of the 2022 and 2024 Supplement delivered to the Contractor by the LCO in the form of Word files or as manuscript copy:
 - (i) The Tables of Contents for each volume (estimated 30 pages);
 - (ii) Selected sections from Titles 1 to 55, inclusive, of the General Statutes to be published in the 2022 and 2024 Supplement (estimated 3,300 pages);
 - (iii) The Reference Tables published in Volume 3 or additional volume (estimated 30 pages);
 - (iv) Miscellaneous pages, consisting of title pages, "Authority" page, "Cite as" pages, "Copyright" pages, "Effective Dates" pages, and various divider pages (estimated 24 pages);
 - (v) The Preface published in Volume 1 (estimated 4 pages);
 - (vi) The spines and covers for each volume (estimated 6 pages).

The Contractor shall charge the CGA for preparing the 2022 Supplement electronic pages in accordance with the applicable prices outlined in **Attachment B** and for preparing the 2024 Supplement electronic pages in accordance with the applicable prices outlined in **Attachment B**;

- (d) If required by the LCO, prepare electronic pages from manuscript copy supplied by the LCO of certain miscellaneous pages to be published in the 2022 and 2024 Supplement (non-automated type composition). The Contractor shall charge the CGA for preparing such electronic pages in accordance with the applicable prices outlined in **Attachment B**;
- (e) Adjust and/or re-proportion, where necessary, the format or layout of certain tables or forms as required by the LCO. The Contractor shall charge the CGA for such adjustment and/or re-proportioning in accordance with the applicable prices outlined in **Attachment B**;
- (f) Carry out all author's alterations and corrections which the LCO may require. The Contractor shall charge the CGA for carrying out such author's alterations and corrections in accordance with the applicable prices outlined in **Attachment B**;
- (g) Deliver to the LCO, or as the LCO may direct, the electronic pages incorporating the adjusted and/or re-proportioned tables and forms, spines, covers, Tables of Contents, Reference Tables, author's alterations and corrections provided for under this Contract as follows:
 - (i) Electronic pages -- in not more than **seven (7) calendar days** from receipt of the LCO's production Word files or manuscript copy;
 - (ii) Spines, covers, Tables of Contents and Reference Tables -- in not more than **seven (7) calendar days** from receipt of the LCO's production Word files or manuscript copy;
 - (iii) Author's alterations and corrections -- in not more than **five (5) calendar days** from receipt of same from the LCO;
- (h) Deliver to the LCO proof PDF files of all electronic pages generated pursuant to this Contract. Such proof electronic pages shall include trim lines and crop marks for proofing purposes. The LCO will be responsible for proofing the electronic pages in the LCO. The LCO will request that the trim lines and crop marks be removed prior to the composition of the final production electronic pages;
- (i) Prepare and deliver to the LCO a browsable HTML version of Titles 1 to 55, inclusive, of the 2022 and 2024 Supplement, using the coded files

prepared by the Contractor for the composition of the electronic pages of said Titles 1 to 55, inclusive, as follows:

- (i) The Contractor shall: (A) Replicate the style, format and text colorization of the browsable HTML version of the 2020 Supplement to the General Statutes, including the indentation of paragraphs, the insertion of a blank line before each new paragraph, etc.; (B) provide for no point size changes in the data when displayed; (C) ensure that the browsable HTML version of the 2022 and 2024 Supplement may be copied directly from an FTP site, CD-ROM or other media to the CGA's internal and external web sites without any file directory or HTML manipulation; (D) ensure that the browsable HTML version of the 2022 and 2024 Supplement is compatible with the CGA's Text Search system provided on its internal and external web sites; and (E) ensure that the browsable HTML version of the 2022 and 2024 Supplement is compatible with Edge, Microsoft Edge, Chrome, Safari, Firefox and Opera. Any variations in style, format and text colorization, or in compatibility with specific browser software, shall be agreed upon by the LCO and the Contractor, and such agreement shall be reduced to writing prior to the commencement of the project;
- (ii) The Contractor shall deliver the browsable HTML version of the 2022 and 2024 Supplement not more than **three (3) calendar weeks** from acceptance of the electronic pages by the LCO;
- (iii) The Contractor shall charge the CGA for the browsable HTML version of the 2022 Supplement in accordance with the applicable prices outlined in **Attachment B** and for the browsable HTML version of the 2024 Supplement in accordance with the applicable prices outlined in **Attachment B**.

NOTE: The LCO and the Contractor may establish mutually agreeable schedules for the delivery to the LCO of batches of the electronic pages provided for under this Contract.

D. SPECIFIC CONTRACTOR GUARANTEES: In addition to the other Contractor guarantees contained in the contract, the Contractor hereby agrees and guarantees:

- (1) To exercise normal care and diligence in the preparation and production of the electronic pages and the browsable HTML versions provided for in this Contract, and to inspect same for machine malfunctions and program or other errors, and to correct any errors so identified within the applicable delivery

times provided for in this Contract, and if the LCO identifies any errors created or caused by the Contractor, the Contractor will correct such errors at no cost to the CGA;

- (2) That all electronic pages and browsable HTML versions delivered to the LCO pursuant to this Contract shall be of good quality and free of errors and defects, except that any errors contained in the production Word files delivered by the LCO to the Contractor need not be corrected unless specifically requested by the LCO;
- (3) That it will remake any defective electronic pages that may be rejected by the LCO at no additional cost to the CGA. The term “defective electronic page” shall include, but not be limited to, any electronic page that does not meet the specifications contained in this Contract;
- (4) That it will, at its own expense, correct any errors which it may create through machine malfunction, program error or otherwise which the LCO may discover before or after the electronic pages provided for in this Contract have been used by the CGA’s printer in the preparation of the printed copies of the 2021 General Statutes, the 2022 Supplement, the 2023 General Statutes or the 2024 Supplement, as the case may be, and that if it is not reasonably possible for the CGA’s printer to effect any such correction due to the status of production of the 2021 General Statutes, the 2022 Supplement, the 2023 General Statutes or the 2024 Supplement, as the case may be, the Contractor will, at its own expense, provide errata sheets or labels in the quantity of the print run of the volumes affected and shall assume the distribution costs of the errata sheets or labels;
- (5) That it will, at its own expense, correct any errors it may create in the preparation of the browsable HTML versions provided for in this Contract;
- (6) To ensure that any CD-ROMs or any other mutually agreed upon media delivered to the LCO pursuant to the contract are complete, readable and virus free;
- (7) To perform all work and make all deliveries of services and products as provided for in this Contract and in accordance with work and production schedules to be mutually agreed upon by the LCO and the Contractor; and
- (8) If requested by the LCO, to return all materials delivered by the LCO to the Contractor pursuant to this Contract in good condition within two (2) calendar weeks of completion of the services provided for in this Contract.

E. LIABILITY FOR LOSS OR INJURY TO MATERIALS: The Contractor shall be liable for any loss of or injury to any material furnished under the contract which

is caused by the Contractor's failure to exercise such care in regard to the material as a reasonably careful owner of similar material.

F. DELIVERY: All electronic pages and browsable HTML versions provided for under this Contract, and any materials being returned by the Contractor to the LCO pursuant to the contract, shall be delivered or transmitted to the LCO, Room 5500, Legislative Office Building, 300 Capitol Avenue, Hartford, CT 06106-1591, or to the e-mail address or Internet FTP site specified by the LCO, or to such other address as the LCO may designate in writing. **The cost of transportation, including express air transportation, are included in the pricing outlined in Attachment B of this Contract.**

G. LIQUIDATED DAMAGES FOR LATE DELIVERY: It is understood and agreed that time is of the essence and that in the case of failure on the part of the Contractor, except with the written consent of the LCO, to complete the furnishing and delivery of the electronic pages and/or the browsable HTML versions as provided for in the contract within the times required, the CGA shall have the right to deduct from any moneys due or which may become due, or if no moneys shall become due, the right to recover, the amount of five hundred dollars (\$500.00) for each calendar day elapsing between the time agreed for delivery and the actual date of delivery, in accordance with the terms of the contract, the deduction to be made or the sum to be recovered as liquidated damages.

H. PASSING OF TITLE: Title to and possession of the electronic pages and the browsable HTML versions provided for under the contract shall pass to the CGA upon delivery of same to the LCO, Room 5500, Legislative Office Building, 300 Capitol Avenue, Hartford, CT 06106-1591, or to the e-mail address or Internet FTP site specified by the LCO, or to such other address as the LCO may designate in writing.

I. USE BY CONTRACTOR OF MATERIALS DELIVERED BY THE LCO: The Contractor shall not divulge or utilize for its own benefit or purposes, or for the benefit or purposes of any of its clients or subscribers or any other person, any material delivered to it or acquired by it in the course of preparing the electronic pages and the browsable HTML versions provided for under the contract without the prior written consent of the Legislative Commissioners, or their designee, on behalf of the CGA.

III. CONTRACTOR'S SPECIFIC QUALIFICATIONS

A. CONTRACTOR'S SPECIFIC QUALIFICATIONS: During the Contact term, the Contractor shall maintain the following qualifications:

- (1) **Number of Full-Time Employees:** Employ in house at the Contractor's central location or place of business, throughout the term of the contract, not less than five (5) full-time, fully trained professional and/or technical employees experienced in all aspects of composing electronic pages and

preparing browsable HTML format documents, as required by this Contract, in an accurate, timely and confidential manner;

- (2) **Location of Business:** Have a central location or place of business at which the Contractor will keep all Word files and materials delivered by the LCO and at which the Contractor and the Contractor's employees will carry out the services specified in this Contract, so as to ensure availability during normal CGA business hours, security for the Word files and materials delivered by the LCO, compliance with the required delivery schedules, quality assurance and confidentiality, provided this requirement shall not preclude the Contractor's employees from carrying out any portion of the services specified in this Contract through work at home authorized by the Contractor.

B. EVIDENCE OF CONTRACTOR'S QUALIFICATIONS: Upon CGA request, the Contractor shall provide the CGA with evidence of how the Contractor meets the qualification requirements set forth in paragraph A of this section.

IV. SAMPLES

The Contractor may access examples of Word files to be composed pursuant to this Contract on the CGA's FTP site at <ftp://ftp.cga.ct.gov/pub/statutes> (See Directories 2019_General_Statutes and 2020_Supplement_to_the_General_Statutes).

The browsable version of the General Statutes of Connecticut, revised to January 1, 2019, may be accessed at <http://www.cga.ct.gov/current/pub/titles.htm>, and in the CGA's Text Search system at http://search.cga.state.ct.us/r/statute/dtsearch_form.asp (select "Chapter Format" database).

The browsable version of the 2020 Supplement to the General Statutes of Connecticut may be accessed at <http://www.cga.ct.gov/2020/sup/titles.htm>, and in the CGA's Text Search system at http://search.cga.state.ct.us/r/statute/dtsearch_form.asp (select "Supplement - Chapter" database).

V. COMPOSITION REQUIREMENTS

The following are the style, format, composition codes and rules applicable to the composition of the 2021 and 2023 General Statutes electronic pages and the 2022 and 2024 Supplement electronic pages.

A. RE-PROPORTIONING OF DATA OR TEXT: All data or text supplied by the LCO to the Contractor in the form of Word files must be re-proportioned so as to meet the page specifications described in this Contract.

B. STYLES AND FORMATS: The style and format of the 2021 and 2023 General Statutes shall be the same as the style and format of the *official* General Statutes of Connecticut, revised to January 1, 2019. The style and format of the 2022 and 2024 Supplement shall be the same as the style and format of the 2020 Supplement to the General Statutes. If any of the composition rules and requirements described in this Contract are at variance with the aforementioned styles and formats, the style and format of the *official* General Statutes of Connecticut, revised to January 1, 2019, and the 2020 Supplement thereto, as the case may be, shall take precedence unless otherwise specifically required by the LCO. Any variations in style and format shall be agreed upon by the LCO and the Contractor, and such agreement shall be reduced to writing prior to the commencement of the relevant project.

C. GENERAL SPECIFICATIONS FOR ALL PAGES:

- (1) Font = Times Roman. **Font must distinguish between a lower case “L” and the Arabic numeral “1”;**
- (2) Face = roman, except as otherwise coded for bold or italic;
- (3) Point size = 10, except as otherwise coded;
- (4) Leading = 11, except as otherwise coded;
- (5) Running heads = see specific requirements described below;
- (6) Running foot applicable to the 2022 and 2024 Supplement only = all pages, both recto and verso, unless otherwise specified by the LCO, shall carry the centered running foot “**2022 SUPPLEMENT TO THE GENERAL STATUTES**”, or “**2024 SUPPLEMENT TO THE GENERAL STATUTES**”, as the case may be, set 8/9 bold, and separated from the text above by approximately 12 points of leading. On those pages that have the folio centered at the foot of the page, the running foot shall appear below the folio and separated from it by approximately 12 points of leading. **The**

running foot is not included in the LCO's Word files and must be inserted by the Contractor;

- (7) Print area/box, including running head and folio = 30 x 49.5 picas. **NOTE:** Page depth may be increased to 50.5 picas to prevent unacceptable page breaks and widow lines, etc., provided there is no more than a 12 point difference in the length of facing pages.

D. ELECTRONIC PAGES: All electronic pages prepared pursuant to the Contract shall be, when printed, in the form of single pages measuring not less than 54 picas long by not less than 36 picas wide. There shall be top margins of at least 2 picas of white space, measured from the top of the header text to the edge of the page, bottom margins of at least 3 picas of white space, measured from the bottom of the text body, centered folio or footer, as applicable, to the edge of the page, and side margins of at least 2.5 picas each of white space. All pages shall meet these requirements even though the actual area of print does not fill the normal print area of 30 x 49.5 picas.

E. TABLES OF CONTENTS:

- (1) **Running head:** Running head = "CONTENTS" set 8/9 roman on each page except the first page which has no running head. **The running head is not included in the LCO's Word files and must be inserted by the Contractor. NOTE:** Running heads must be separated from the top of the column headings by a fixed 12 points of leading;
- (2) **Folios:** Folios = lower case roman, centered at the foot of each page and separated from the text by approximately 12 points of leading;
- (3) **Column headings:** Column headings = set 8/9 roman as follows:

Volume 1 of the 2021 and 2023 General Statutes: Below "CONSTITUTIONAL DOCUMENTS" the word "Page:", justified right, is the only column heading. There is no additional leading between the column heading and the text;

Remainder of Volume 1 and Volumes 2 to 13, inclusive, of the 2021 and 2023 General Statutes, and all volumes of the 2022 and 2024 Supplement: Except in the case of Title 42a, the column headings are "Chapter:", justified left, and "Beginning Section:" justified right. These column headings appear at the start of the Table of Contents in each volume and then below the running head on each subsequent page. The column headings are separated from the text by approximately 12 points of leading;

Title 42a: The column headings are "Article:", justified left, and "Beginning Section:", justified right. These column headings must appear at the start of

Title 42a and below the running head on subsequent pages until the start of Title 42b when the column headings revert to “Chapter:” and “Beginning Section:”.

F. CONSTITUTIONAL DOCUMENTS and GENERAL STATUTES:

- (1) **Running heads for the Constitutional Documents:** Running heads = centered lines set 8/9 roman. There are no running heads on the first page of the following: The Constitution of the United States, the Amendments to the Constitution of the United States, the Constitution of the State of Connecticut, the Amendments to the Constitution of the State of Connecticut, and the Codified Constitution of the State of Connecticut Incorporating all Extant Amendments. The pages without running heads are all recto pages. For all other pages of the Constitutional Documents, both recto and verso, the running heads are as follows:

For the Constitution of the United States:

CONSTITUTION OF THE UNITED STATES

The verso gutter margin running head carries the abbreviated Article number (e.g., “Art. VI”) of the first new Article appearing on the page, or the Article number from the previous page, as appropriate.

The recto gutter margin running head carries the abbreviated Article number (e.g., “Art. VII”) of the last new Article appearing on the page, or the Article number from the previous page, as appropriate;

For the Amendments to the Constitution of the United States:

AMENDMENTS TO THE
CONSTITUTION OF THE UNITED STATES

The verso gutter margin running head carries the abbreviated Article number (e.g., “Art. XX”) of the first new Article appearing on the page, or the Article number from the previous page, as appropriate.

The recto gutter margin running head carries the abbreviated Article number (e.g., “Art. XXIII”) of the last new Article appearing on the page, or the Article number from the previous page, as appropriate;

For the Constitution of the State of Connecticut:

CONSTITUTION OF THE STATE OF CONNECTICUT

The verso gutter margin running head carries the abbreviated Article number (e.g., “Art. V”) of the first new Article appearing on the page, or the Article number from the previous page, as appropriate.

The recto gutter margin running head carries the abbreviated Article number (e.g., “Art. VIII”) of the last new Article appearing on the page, or the Article number from the previous page, as appropriate;

For the Amendments to the Constitution of the State of Connecticut:

AMENDMENTS TO THE
CONSTITUTION OF THE STATE OF CONNECTICUT

The verso gutter margin running head carries the abbreviated Article number (e.g., “Art. XXIII”) of the first new Article appearing on the page, or the Article number from the previous page, as appropriate.

The recto gutter margin running head carries the abbreviated Article number (e.g., “Art. XXIX”) of the last new Article appearing on the page, or the Article number from the previous page, as appropriate;

For the Codified Constitution of the State of Connecticut Incorporating all Extant Amendments:

CODIFIED CONSTITUTION
OF THE STATE OF CONNECTICUT
INCORPORATING ALL EXTANT AMENDMENTS

The verso gutter margin running head carries the abbreviated Article number (e.g., “Art. VII”) of the first new Article appearing on the page, or the Article number from the previous page, as appropriate.

The recto gutter margin running head carries the abbreviated Article number (e.g., “Art. X”) of the last new Article appearing on the page, or the Article number from the previous page, as appropriate.

The running head information for the Constitutional Documents as set forth above is not included in the LCO’s Word files and must be inserted by the Contractor;

- (2) **Running heads for the General Statutes:** Running heads = centered lines set 8/9 roman. There are no running heads on the first page of each new Title of the General Statutes (except Titles 2a and 2b). The pages without running heads are all recto pages. For all other pages, the recto running head picks up the abbreviated form of the last new Chapter number (e.g., “Ch. 3”) and its heading appearing on the previous page, or the last new Chapter number, in its abbreviated form, and its heading appearing on the page, and the folio. For example:

Ch. 3 PUBLIC RECORDS: GENERAL PROVISIONS

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NOTE: Chapter running heads can include up to six lines of text.

The verso running head picks up the folio, the Title heading and the Title number. For example:

264 PROVISIONS OF GENERAL APPLICATION Title 1

NOTE: Title running heads can include up to four lines of text.

NOTE: Running heads must be separated from the main text by a fixed 12 points of leading.

The running heads are not included in the LCO’s Word files and must be extracted from the “A” and “D” Documents and inserted by the Contractor (See “(4) Document types” below for explanation of document types);

(3) **Folios:** Folios = Arabic numerals, outside top margin both recto and verso. On recto pages which have no running heads, the folio is centered at the foot of the page, separated from the text by a fixed 12 points of leading;

(4) **Document types:** The Constitutional Documents and the General Statutes are divided into a number of specific document types as follows:

“A” documents -- This document type is used to denote the heading document for each Constitutional Document and each General Statutes Title heading document. The Constitutional Document headings must be picked up as the running heads for both recto and verso pages. The General Statutes Title number and heading must be picked as the running head on verso pages only;

“D” documents -- This document type is used to denote all Chapter or Article heading documents. The Chapter or Article number and heading must be picked up as the running head on recto pages. The Chapter or Article number is preceded by the abbreviation “Ch.” or “Art.”. **NOTE:** Articles are used in Title 42a and in the Constitutional Documents. The Article heading is not picked up as a running head in the case of the Constitutional Documents but the Article number is, preceded by the abbreviation “Art.”;

“F” documents -- This document type is used to denote all Part heading documents. Part numbers and headings are not used as running heads;

“**H**” documents -- This document type is used to denote all Subpart heading documents. Subpart numbers and headings are not used as running heads;

“**K**” documents -- This document type is used to denote all General Statutes section text. It is also used to denote sections within the Constitutional Documents;

“**L**” documents -- This document type is used to denote all General Statutes section source line documents. It is also used to denote cross-references and annotations in the Constitutional Documents;

“**M**” documents -- This document type is used to denote all General Statutes history documents;

“**N**” documents -- This document type is used to denote all General Statutes cross-reference documents;

“**T**” documents -- This document type is used to denote all General Statutes annotation documents.

The basic typesetting characteristics and requirements of these various documents types are set out in “(5) **Condition codes**” below. The relationships between these various document types are set out in “(6) **Keeps and Releases**” below;

(5) **Condition codes:** The following condition codes are used within the various document types to indicate the basic point size, leading and formatting of the material subject to the codes. The Contractor shall supply and test all necessary software to interpret the condition codes as described below in this Contract. The relationships between the various condition codes are set out in “(6) **Keeps and Releases**” below:

“**A**” documents (Title numbers and headings) contain some or all of the following condition codes:

+A controls line containing “TITLE” and Title number. Drops line down 5 picas, + or – 12 points, from top of page. Sets line 10/11 roman;

@A turns off this code;

+B controls each line of Title name. Spaces down 12 points from Title number line and sets title name 10/11 bold;

@B turns off this code;

+U controls 7 point asterisked footnotes and cross-references which may be attached to Title number. Sets text 7/8 roman. **^T+n^** codes (where “n” equals a specific number of lines) must translate to the indicated number of 7 point variable lines of leading. Each blank line must translate to a 7 point variable line of leading;

@U turns off this code;

+V same as “+U”;

@V turns off this code;

“**D**” documents (Chapter and Article numbers and headings) contain some or all of the following condition codes:

+D controls line containing “CHAPTER” or “ARTICLE” and the Chapter or Article number. Spaces line down 2 picas, + or – 6 points, from preceding line of text except when Chapter or Article starts on a new page, in which case the line is not spaced down. Sets line 10/11 roman;

@D turns off this code;

+E controls each line of Chapter or Article name. Spaces down 12 points from Chapter or Article number line and sets name 10/11 bold;

@E turns off this code;

+U controls 7 point asterisked footnotes and cross-references which may be attached to Chapter or Article number. Sets text 7/8 roman. **^T+n^** codes (where “n” equals a specific number of lines) must translate to the indicated number of 7 point variable lines of leading. Each blank line must translate to a 7 point variable line of leading;

@U turns off this code;

+V same as “+U”;

@V turns off this code;

“**F**” documents (Part numbers and headings) contain some or all of the following condition codes:

+F controls line containing “PART” and Part number. Spaces line down 2 picas, + or – 6 points, from preceding line of text except when Part

starts on a new page, in which case the line is not spaced down. Sets 10/11 roman;

@F turns off this code;

+G controls each line of Part name. Spaces down 12 points from Part number line and sets 10/11 bold;

@G turns off this code;

+U controls 7 point asterisked footnotes and cross-references which may be attached to Part number. Sets text 7/8 roman. **^T+n^** codes (where “n” equals a specific number of lines) must translate to the indicated number of 7 point variable lines of leading. Each blank line must translate to a 7 point variable line of leading;

@U turns off this code;

+V same as “+U”;

@V turns off this code;

“H” documents (Subpart indicators and headings) contain some or all of the following condition codes:

+H controls line containing Subpart indicator such as “(A)” or “(C1)”. Spaces line down 2 picas, + or – 6 points, from preceding line of text except when Subpart starts on a new page, in which case the line is not spaced down. Sets 10/11 roman;

@H turns off this code;

+I controls each line of Subpart name. Spaces down 12 points from Subpart indicator number line and sets Subpart name 10/11 bold;

@I turns off this code;

+U controls 7 point asterisked footnotes and cross-references which may be attached to Subpart indicator number. Sets text 7/8 roman. **^T+n^** codes (where “n” equals a specific number of lines) must translate to the indicated number of 7 point variable lines of leading. Each blank line must translate to a 7 point variable line of leading;

@U turns off this code;

+V same as “+U”;

@V turns off this code;

“K” documents (Section text -- used in the General Statutes and in the Constitutional Documents) contain the following condition codes:

+K controls regular section text. Spaces text down 12 points, +6 or –3 points. Sets 10/11 roman unless coded for bold or italics. **^T+n^** codes (where “n” equals a specific number of lines) must translate to the indicated number of 10 point variable lines of leading. Each blank line must translate to a 10 point variable line of leading, +3 or –3 points. **NOTE:** In certain cases, the condition code “L” described below is used within a “K” document to denote a change in point size and leading to 7/8. The change is ended by “@L” followed by “+K” to denote a change back to 10/11;

@K turns off this code;

“L” documents (Source line text -- when used in the General Statutes. Also used in the Constitutional Documents to denote annotations) contain the following condition codes:

+L controls source line text in the General Statutes and annotations in the Constitutional Documents. Spaces text down 6 points, +3 or –2 points. Sets 7/8 roman unless coded for bold or italics. **^T+n^** codes (where “n” equals a specific number of lines) must translate to the indicated number of 7 point variable lines of leading. Each blank line must translate to a 7 point variable line of leading. **NOTE:** In certain cases, the condition code “L” is used within a “K” document to denote a change in point size and leading from 10/11 to 7/8. The change is ended by “@L” followed by “+K” to denote a change back to 10/11;

@L turns off this code;

“M” documents (Section histories) contain the following condition codes:

+M controls section histories. Spaces text down 6 points, +3 or –2 points. Sets 7/8 roman unless coded for bold or italics. **^T+n^** codes (where “n” equals a specific number of lines) must translate to the indicated number of 7 point variable lines of leading. Each blank line must translate to a 7 point variable line of leading;

@M turns off this code;

“N” documents (Cross-references) contain the following condition codes:

+N controls section cross-references. Spaces text down 6 points, +3 or –2 points. Sets 7/8 roman unless coded for bold or italics. **^T+n^** codes (where “n” equals a specific number of lines) must translate to the indicated number of 7 point variable lines of leading. Each blank line must translate to a 7 point variable line of leading;

@N turns off this code;

“T” documents (Annotations) contain the following condition codes:

+T controls annotations. Spaces text down 6 points, +3 or –2 points. Sets 7/8 roman unless coded for bold or italics. **^T+n^** codes (where “n” equals a specific number of lines) must translate to the indicated number of 7 point variable lines of leading. Each blank line must translate to a 7 point variable line of leading.

@T turns off this code;

(6) **Keeps and Releases:** The following are the rules for keeping the various document types and text elements subject to the various condition codes together. These rules are designed to prevent bad page breaks and widow lines. The Contractor shall supply and test all necessary software, etc., to ensure that the following rules are complied with:

“A” documents (Title numbers and headings):

- (a) +A and +B conditions -- keep together on same page;
- (b) +A and +B and +U conditions -- leave 2 lines of “U” on same page with “A” and “B” before breaking to new page. Also, not less than 2 lines of “U” should be carried over to next page. **NOTE:** This 2-line rule can be changed to 1 line in each case if needed to meet page depth or balancing requirements;
- (c) +A and +B and +V conditions -- same rule as in (b) above;

“D” documents (Chapter and Article numbers and headings):

- (a) +D and +E conditions -- keep together on same page;
- (b) +D and +E and +U conditions -- leave 2 lines of “U” on same page with “D” and “E” before breaking to new page. Also, not less than 2 lines of

“U” should be carried over to next page. **NOTE:** This 2-line rule can be changed to 1 line in each case if needed to meet page depth or balancing requirements;

- (c) +D and +E and +V conditions -- same rule as in (b) above;

NOTE: “D” documents followed by “K” documents -- leave 2 lines of “K” document on same page as “D” document. Also, not less than 2 lines of “K” should be carried over to next page. This 2-line rule can be changed to 1 line in each case if needed to meet page depth or balancing requirements;

“F” documents (Part numbers and headings):

- (a) +F and +G conditions -- keep together on same page;
- (b) +F and +G and +U conditions -- leave 2 lines of “U” on same page with “F” and “G” before breaking to new page. Also, not less than 2 lines of “U” should be carried over to next page. **NOTE:** This 2-line rule can be changed to 1 line in each case if needed to meet page depth or balancing requirements;
- (c) +F and +G and +V conditions -- same rule as in (b) above;

NOTE: “F” documents followed by “H” documents -- keep together on same page if possible. If not possible, all elements of “F” document must be kept together and all elements of “H” document must be kept together;

NOTE: “F” documents followed by “K” documents -- leave 2 lines of “K” document on same page as “F” document. Also, not less than 2 lines of “K” document should be carried over to next page. This 2-line rule can be changed to 1 line in each case if needed to meet page depth or balancing requirements;

“H” documents (Subpart indicators and headings):

- (a) +H and +I conditions -- keep together on same page;
- (b) +H and +I and +U conditions -- leave 2 lines of “U” on same page with “H” and “I” before breaking to new page. Also, not less than 2 lines of “U” should be carried over to next page. **NOTE:** This 2-line rule can be changed to 1 line in each case if needed to meet page depth or balancing requirements;
- (c) +H and +I and +V conditions -- same rule as in (b) above;

NOTE: “**H**” documents followed by “**K**” documents -- leave 2 lines of “**K**” document on same page as “**H**” document. Also, not less than 2 lines of “**K**” document should be carried over to next page. This 2-line rule can be changed to 1 line in each case if needed to meet page depth or balancing requirements;

“**K**” documents (Section text), “**L**” documents (Source lines),
“**M**” documents (Histories), “**N**” documents (Cross-references), and
“**T**” documents (Annotations):

- (a) Whenever any of the above document types is affected by a page break, at least 2 lines of the affected document should be kept together at the foot of one page and 2 lines at the top of the next page. **NOTE:** This 2-line rule can be changed to 1 line if needed to meet page depth or balancing requirements;
- (b) At least 2 lines of adjoining document types should be kept together. **NOTE:** This 2-line rule can be changed to 1 line if needed to meet page depth or balancing requirements;
- (c) Widow lines from any document type must be avoided whenever possible, especially when they might occur on other than facing pages. For facing pages the rules may be more flexible;

(7) **Adding and deleting space:** Priorities for adding and deleting space when leading must be adjusted for page depth or balancing purposes and the avoidance of widow lines:

Add space:

First choice -- to leading surrounding “**L**”, “**M**”, “**N**” and “**T**” documents;

Second choice -- to leading surrounding “**K**” documents and leading within “**K**” documents;

Third choice -- to leading surrounding “**H**” documents; “**F**” documents; “**D**” documents and “**A**” documents, in that order;

Delete space:

First choice -- from leading surrounding “**A**” documents; “**D**” documents; “**F**” documents and “**H**” documents, in that order;

Second choice -- from leading surrounding “**K**” documents and leading within “**K**” documents;

Third choice -- from leading surrounding “L”, “M”, “N” and “T” documents.

G. REFERENCE TABLES:

(1) **Running heads:** Set 8/9 roman except where italics are required. **The running heads are not included in the LCO's Reference Table Word files and must be inserted by the Contractor;**

(2) **Folios:** Folios = Arabic numerals, outside top margin both recto and verso. All Reference Table pages have folios;

(3) **Types of Reference Table:** The LCO will supply Word files for the following types of Reference Table:

Four-double-column Reference Tables: Set 8/9 roman. Each page to contain four (4) double columns of data, no more than 6.5 picas wide, separated by vertical rule lines. (**NOTE:** This type of Reference Table will be included in the 2021 and 2023 General Statutes only);

Two-double-column Reference Tables: Set 8/9 roman:

Each page to contain two (2) double columns of data, no more than 14 picas wide separated by vertical rule lines, or

Each page to contain one (1) double column of data separated by dot leaders;

(4) **Vertical rule lines and dot leaders:** **The vertical rule lines and dot leaders required in connection with the four-double-column and two-double-column Reference Tables referred to in (3) above are not included in the LCO's Word files and must be inserted by the Contractor;**

H. MISCELLANEOUS PAGES AND PREFACE:

(1) **Running heads:** The miscellaneous pages do not have running heads. The Preface pages have the running head “PREFACE” set 8/9 roman. **This running head is not included in the LCO's Word file and must be inserted by the Contractor;**

(2) **Folios:** The miscellaneous pages do not have any folios. The Preface folios = lower case roman, centered at the foot of each page and separated from the text by approximately 12 points of leading;

I. SPINES AND COVERS: The spines and covers for the 2021 and 2023 General Statutes shall match the spines and covers of the *official* General Statutes of Connecticut,

revised to January 1, 2019, and the spines and covers for the 2022 and 2024 Supplement shall match the spines and covers of the 2020 Supplement to the General Statutes.

J. COMPOSITION CODING AND FORMATTING COMMANDS:

(1) **Composition Coding and Formatting Commands:** The LCO may use some or all of the following composition coding and formatting commands in the preparation of the Word files of the 2021 and 2023 General Statutes and the 2022 and 2024 Supplement. The Contractor shall supply and test all necessary software, etc., to ensure that the composition coding and formatting commands are correctly translated so as to produce the electronic pages as required by this Contract;

(2) **Composition coding:** The following composition codes are highlighted in the LCO's Word files. The alpha characters are non-case sensitive and therefore may appear in upper or lower case:

^T+n^ (where **n** is a numeric) = Extra **variable** leading. Numeric indicates the number of extra variable lines of leading that must be added. The amount of leading per line is controlled by the requirements of the document type being composed;

^T+n;UNC^ (where **n** is a numeric) = Extra **non-variable** leading. Same as **^T+n^** except extra leading is a fixed amount and usually may not be varied;

^CPn^ (where **n** is a numeric) = change point size code. This code is used to indicate a change in point size to the size indicated by the numeric;

^CLn^ (where **n** is a numeric) = change leading code. This code is used to indicate a change in leading to the amount indicated by the numeric;

NOTE: Usually the change point size code and the change leading code appear together. e.g. **^CP7^^CL8^** indicates a change to 7/8 and **^CP10^^CL11^** indicates a change to 10/11;

^CLnn^,^CLnnn^,^CLn^ (where **n** is a numeric) = multiple change leading codes may be used to indicate optimum, maximum and minimum leading;

- ^TS^** = tab code. Each code represents a tab indent and instructs the typesetter to position the text accordingly;
- ^.L^** = dot leader code. This code instructs the typesetter to insert dot leaders to the end of the line unless otherwise specified;
- ^.L^^QM^** = quad text preceding coding to left margin and text following coding to right margin, filling in space between with leaders and leaving a 1 em space in front of the right-quadded text;
- ^#L^** = space leader code. This code instructs the typesetter to insert space leaders to the end of the line unless otherwise specified;
- ^_L^** = baseline dash leaders code. This code instructs the typesetter to insert baseline dash leaders to the end of the line unless otherwise specified;
- ^M^** = em space code. This code instructs the typesetter to inset an em space in the current point size;
- ^N^** = en space code. This code instructs the typesetter to insert an en space in the current point size;
- ^--^** = en dash code. This code instructs the typesetter to insert an en dash in the current point size. **NOTE: Two hyphens (--) together without coding shall also be composed as an en dash;**
- ^B^** = bold face code. This code instructs the typesetter to turn on bold face switch. **^\$^** turns off the switch;
- ^I^** = italic code. This code instructs the typesetter to turn on the italic switch. **^\$^** turns off the switch;
- ^\$^** = cancel bold face and italic codes. This code turns off both the bold face switch and the italic switch. This code also turns off the subscript **^SB^** and superscript **^SP^** codes as described below;
- ^VB^** = voting box code. This code instructs the typesetter to insert a voting box in the current point size;

- ^VX^** = voting box with cross (x) code. This code instructs the typesetter to insert a voting box with cross (x) in the current point size;
- ^VK^** = check mark code. This code instructs the typesetter to insert a check mark in the current point size;
- ^FM^**
(input as **^FM'^^**) = foot mark code. This code precedes a single input quote and instructs the typesetter to set the quote as a foot mark in the current point size;
- ^CT^** = cent sign code. This code instructs the typesetter to inset a cent sign in the current point size;
- ^SB^** = subscript code. This code instructs the typesetter to turn on the subscript switch until turned off by **^\$^**;
- ^SP^** = superscript code. This code instructs the typesetter to turn on the superscript switch until turned off by **^\$^**;
- ^O''^** = open double quotes code. This code instructs the typesetter to set double opening quotes. **NOTE: Input double quotes without coding:** The first set of quotes encountered must set as opening quotes by logic;
- ^C''^** = closing double quotes code. This code instructs the typesetter to set double closing quotes. **NOTE: Input double quotes without coding:** The second set of quotes encountered must set as closing quotes by logic;
- ^O'^** = open single quote code. This code instructs the typesetter to set a single opening quote. **NOTE: Input single quote without coding:** The first single quote encountered must set as a single opening quote by logic;
- ^C'^** = closing single quote code. This code instructs the typesetter to set a single closing quote. **NOTE: Input single quote without coding:** The second single quote encountered must set as a single closing quote by logic;

- ^PH^** = paragraph symbol code. This code instructs the typesetter to insert a paragraph symbol in the current point size;
- ^SM^** = section mark symbol code. This code instructs the typesetter to insert a section mark symbol in the current point size;
- ^CS^** = cross (x) symbol code. This code instructs the typesetter to insert a cross (x) in the current point size;
- ^DG^** = degree sign code. This code instructs the typesetter to insert a degree sign in the current point size;
- ^DA^** = dagger symbol code. This code instructs the typesetter to insert a dagger in the current point size;
- = multiple underscores input without spaces between must be composed by the typesetter as a solid rule line. The Contractor will be required to generate all such lines to match those used in the past without regard to the actual number of input underscores;
- ^QT^** = quad top code. This code instructs the typesetter to force text up in those cases where there is insufficient text to fill a page so as to prevent loose pages;
- ^XB^ ^XE^** = suppress text from printing codes. These two codes are used in the Constitutional Documents and instruct the typesetter not to set the text which lies between them;

(3) **Word files:** LCO will produce Word files using Windows 10 and the version of Word contained in Microsoft Office 365. The Contractor shall have the capability to prepare the electronic pages provided for under this Contract from Word files produced using Word from Office 365. The Contractor shall contact the LCO prior to the composition of the 2021 General Statutes, the 2022 Supplement, the 2023 General Statutes, and the 2024 Supplement to verify the LCO’s current operating system and version of Word. In addition to the composition codes listed above, the Word files include a number of special characters or symbols, such as braces, crosses, plus marks, check marks, degree marks, prime marks, alpha and numeric superscripts, etc. Normal Word formatting will be used (e.g., justifying and centering text). The

ATTACHMENT E - Technical Specifications

Contract Title: Composition & HTML Versions of the *Official*

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files will also include Word subscripts, bolding, italics, underscoring, etc. It is the Contractor's responsibility to identify all composition codes and Word special characters and symbols, formatting commands, etc., and to interpret them correctly in the preparation of the electronic pages provided for under this Contract. The font used by the LCO in maintaining the Word files is 12 point Courier New.









Contract_CGS Supp Composition JCLM20REG0014 (Final)

Final Audit Report

2020-10-22

| | |
|-----------------|--|
| Created: | 2020-10-21 |
| By: | Eric Crockett (eric.crockett@cga.ct.gov) |
| Status: | Signed |
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