

The Connecticut General Assembly

Joint Committee on Legislative Management

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Speaker of the House

Christopher G. Donovan, *House Majority Leader*
Robert M. Ward, *House Minority Leader*

REQUEST FOR PROPOSAL

COMPOSITION AND HTML VERSIONS OF THE OFFICIAL GENERAL STATUTES OF CONNECTICUT, REVISED TO JANUARY 1, 2007 AND THE 2008 SUPPLEMENT TO THE GENERAL STATUTES

LEGISLATIVE COMMISSIONERS' OFFICE CONNECTICUT GENERAL ASSEMBLY

Vendor Questions and Responses

1. In the samples, a "directory.txt" file has been included which includes the desired order for all of the files. Can we assume that this file will be included with all data that is received in the future?

Yes. Complete "directory.txt" files indicating the publication sequence of our Constitutional Documents and General Statutes files will be included with our production files.

2. Would the State be open to minor modifications to the page layout style? Particularly on some pages depending on the length of the running head, it is output on either one line or two. Would the State be open to entertaining changes to this running head scheme?

No, this would not be acceptable. The running head scheme used in the 2005 General Statutes and the 2006 Supplement must be followed for the 2007 General Statutes and the 2008 Supplement, respectively.

3. If manuscript copy is to be provided during the initial setting of the job, can any estimate be given for the percentage of those pages that would need keying as opposed to the standard word data files received if those manuscript pages are, in fact, different from the word files provided?

It is our intention to deliver all our materials as Word documents. Any manuscript copy will be supplied solely to assist the contractor in meeting the composition requirements. Any possibility of the contractor being required to key any materials is almost zero.

4. In the past, how many rounds of author's alterations have there been, on average?

Normally our author's alterations are very limited and we would not anticipate more than one round of such alterations. However, corrections to the composed pages (e.g., incorrect running heads, forms and tables that are not composed correctly, bad page breaks, uneven inter-paragraph spacing, etc.) could well involve two or three correction passes depending on how well the contractor follows Legislative Commissioners' Office (LCO) composition specs. We expect the contractor to follow the LCO specifications, and if it does not it will be required to correct the PDFs so as to meet those specifications.

5. Will the first round word files received from you be complete or will there be edits made on corresponding manuscript that will need to be inserted by the contractor during the initial round?

All of our Word files will be complete as delivered. Please refer to question and response number 3 above.

6. On page 7, section 2.2.2 of the RFP under "Evidence of Proposer's Qualifications," the RFP states that "The state may waive any or all of these requirements in the case of a proposer who has satisfactorily prepared electronic pages for at least three (3) previous editions of the *official* General Statutes of Connecticut and has satisfactorily prepared browseable HTML versions of at least two (2) previous editions of the *official* General Statutes of Connecticut." Would this exemption apply to a vendor who has previous experience preparing electronic pages and browseable HTML document versions other than the General Statutes of Connecticut?

No. Vendors who have not had direct experience with composing electronic pages and preparing the browseable HTML versions for the General Statutes of Connecticut must submit all required documentation under section 2.2.2.

7. Is it possible to see specifications from the most recent composition services RFPs for both the General Statutes and General Statutes supplement?

See Attachments A and B. Please note that this is the first time the composition services and HTML versions of the General Statutes and Supplement to the General Statutes are included in one RFP.

8. Please provide proposal pricing from the most recent contract awards for composition services and HTML versions for both the General Statutes and General Statutes supplement.

See Attachments C and D. Please note that proposal pricing was requested and provided separately for the General Statutes and General Statutes supplement under the most recent contract awards.

RFP Clarifications

- 1) Please note that on page 4 of the RFP, Section 1.3 "Contact Information," the email address should read as follows:

linda.voghel@cga.ct.gov

ATTACHMENT A:
Composition Services and HTML Version for the Connecticut General Statutes,
Revised to January 1, 2005

**GENERAL PROPOSAL REQUIREMENTS
FOR CONTRACTUAL SERVICES**

1. DEFINITIONS: As used herein, the following terms shall have the following meanings unless otherwise required by the context:

- (a) "State" means the Connecticut General Assembly acting by and through the Executive Director of the Joint Committee on Legislative Management;
- (b) "Proposer" means a person, firm or corporation submitting a Proposal in response to a Request for Proposals;
- (c) "Contractual Services" or "services" means any and all laundry and cleaning service, pest control service, janitorial service, security service, the rental and repair, or maintenance, of equipment, machinery and other state-owned personal property, advertising and photostating, mimeographing, data entry, data processing and other similar service arrangements where the services are provided by persons other than state employees, as such services are specifically described in this Request for Proposals;
- (d) "Contractor" means any individual, firm or corporation to whom a contract is awarded against a Proposal submitted;
- (e) "Proposal" means an offer submitted in response to this Request for Proposals, to furnish the services described herein to the State, under the prescribed conditions at the stated prices;
- (f) "Contract" means the acceptance by the State of an offer of a Proposer to furnish the services described herein at the stated prices in response to this Request for Proposals (see Paragraph 3, below).

2. PROPOSALS:

- (a) **AMENDMENT OR WITHDRAWAL OF PROPOSAL.** The State reserves the right to amend and/or cancel this Request for Proposals at any time prior to the Proposal opening, and to correct any award erroneously made as a result of clerical error on the part of the State.
- (b) **TELEPHONE, TELEGRAPHIC, AND ORAL COMMUNICATIONS.** Telephone and telegraphic Proposals will not be considered. Any alleged oral information, agreement or arrangement made by a Proposer or Contractor with any employee of the State of Connecticut will be disregarded.

- (c) REFUSAL OF PROPOSAL. The State reserves the right to refuse any and all Proposals hereunder. The State will refuse any Proposal that does not meet the entire Request for Proposals.
- (d) OPENING OF PROPOSALS. All Proposals will be opened, and copies of all Proposals will be available, on the prescribed date and time in the Office of Legislative Management, Legislative Office Building, Room 5100, Hartford, Connecticut 06106.

3. FORMATION OF CONTRACT:

- (a) Each Proposal will be received with the understanding and agreement by the State and the Proposer that: (i) The acceptance in writing by the State of the Proposer's offer to furnish the services required in this Request for Proposals, shall constitute a contract between the Proposer and the State which shall bind the Proposer on his part to furnish and deliver said services at the prices specified in said Proposal, and the State on its part to order from the Contractor, except for causes beyond reasonable control, and subject to the availability of appropriated funds, and to pay for at the contract prices, the services provided for in this Request for Proposals; and (ii) all the provisions of this Request for Proposals shall constitute the terms and conditions of said contract, except to the extent provided otherwise in an agreement executed by the State and the Proposer subsequent to the receipt of said Proposal by the State.
- (b) No alterations or variations of the terms of contract shall be valid or binding upon the State unless made in writing and signed by the State.
- (c) It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of his contract or his right, title or interest therein, or his power to execute such contract, to any other person, firm or corporation, without the previous written consent of the State. Any subcontracting done for this contract must be agreed to in writing by the State at the time the contract is signed.
- (d) The placing in the mail or delivery to the address given in his Proposal or delivery of notice of award to a Proposer will constitute notice of acceptance of the Proposal, thus forming the contract between the State and the Proposer. When so requested by the State, the Contractor shall execute a formal contract with the State for the complete performance specified therein.
- (e) Failure of the Contractor to deliver services as provided for herein or failure to make replacements of rejected commodities when so requested, immediately or as directed by the State, will constitute authority for the State to purchase in the open market to replace the commodities rejected or not delivered. The State reserves the right to authorize immediate purchases in the open market against

rejections on any contract when necessary. On all such purchases, the Contractor agrees promptly to reimburse the State for excess costs occasioned by such purchases. However, should public necessity demand it, the State reserves the right to use or consume commodities delivered which are substandard in quality, subject to an adjustment in price to be determined by the State.

- (f) Any services rendered by the Contractor hereunder which fails in any way to meet the terms of the contract is subject to rejection or payment at an adjusted price basis. The decision of the State shall be final.
- (g) The Contractor, when under contract, shall maintain adequate accounting records in accordance with all applicable state regulations in connection with this project and such records shall be made available for inspection by the State or other persons designated by the State. The Contractor shall make such accounts and records accessible to authorized state officials for the purpose of audit and examination.
- (h) All materials developed in conjunction with the contract shall become the property of the State at no additional cost.
- (i) No report or document produced in whole or in part in connection with the contract shall be the subject of an application for copyright by or on behalf of the Contractor.
- (j) The Contractor, when under contract, shall not use the name of the State for advertising or promotional purposes without prior permission in writing.

4. CANCELLATION OF CONTRACT: The Joint Committee on Legislative Management will reserve the right to cancel this contract within five days notice due to unsatisfactory performance. In the event that this is done, the Contractor will be paid for all the work performed or commodities provided up to the time of cancellation.

5. RENEWAL OF CONTRACT: The Joint Committee on Legislative Management reserves the right to renew this contract under the conditions set forth in Section 2-71s of the Connecticut General Statutes.

6. CONTRACTOR'S GUARANTEES: The Contractor hereby agrees and guarantees:

- (a) To perform any contract awarded in accordance with the specifications, terms and conditions contained in this Request for Proposals.
- (b) To indemnify, defend and save harmless the State of Connecticut and its officers, agents and employees from any and all claims, and losses, including contractual, casualty and workers' compensation claims, accruing or resulting to

any and all persons, firms or corporations as a result of any injury or damage caused by the Contractor in performance of the contract and/or by the Contractor's use of any and all equipment owned by the State of Connecticut to perform this contract.

7. INDEPENDENT PRICE DETERMINATION AND OFFER OF GRATUITIES:

By submission of a Proposal, the Proposer certifies that in connection with this procurement the following requirements have been met:

- (a) The costs proposed have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such process with any other organization or with any competitor;
- (b) Unless otherwise required by law, the costs quoted have not been knowingly disclosed by the Proposer on a prior basis directly or indirectly to any other organization or to any competitor;
- (c) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition;
- (d) The Proposer has no knowledge of the specific Proposal contents prior to actual receipt of the Proposal;
- (e) The Proposer certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this procurement. Any contract arising from this procurement may be terminated by the State if it is determined that gratuities in excess of those allowed under Chapter 10 of the Connecticut General Statutes (Code of Ethics for Public Officials) were either offered to or received by any of the aforementioned officials or employees from the Contractor's agent or the Contractor's employee(s).

8. FREEDOM OF INFORMATION: Due regard will be given to the protection of proprietary information contained in all Proposals received; however, Proposers should be aware that all materials associated with this procurement are subject to the terms of the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations resulting therefrom. It will not be sufficient for Proposers to merely state generally that the Proposal is proprietary in nature and not therefore subject to release to third parties. Those particular pages or sections which a Proposer believes to be proprietary must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exception from release consistent with Section 1-210 of the Connecticut General Statutes must accompany the Proposal. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Proposer 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 above-cited statute. Between the Proposer and the State, the final administrative authority to release or exempt any or all material so identified rests with the State.

- 9. DISCOUNTS:** All discounts should be reflected in the base price. Other discounts will not be considered when determining the low Proposer.

10. DISQUALIFICATION FROM SUBMITTING A PROPOSAL:

- (a) The Joint Committee on Legislative Management may disqualify any person, firm or corporation, for up to two years, from submitting a proposal for, applying for, or participating as a subcontractor under contracts with the legislative department, pursuant to Section 2-71p of the Connecticut General Statutes, for contractual services required by the legislative department, for one or more causes set forth under subsection (c) of this section. The committee shall provide notice and an opportunity to be heard to the person, firm or corporation which is the subject of the proceeding. The committee shall issue a written decision within ninety days of the last date of such hearing and state in the decision the reasons for the action taken and, if the person, firm or corporation is being disqualified, the period of such disqualification. The committee shall send the decision to such person, firm or corporation by certified mail, return receipt requested. The written decision shall be a final decision for the purposes of Sections 4-180 and 4-183 of the Connecticut General Statutes.
- (b) Before initiating such a proceeding or during the proceeding, the committee may suspend the person, firm or corporation from being considered for the awarding of such a contract for such contractual services, if the committee determines that there is probable cause for disqualification under subsection (a) of this section. No such suspension shall exceed three months. The committee may suspend such a person, firm or corporation only by issuing a written decision setting forth the reasons for, and the period of, the suspension. The committee shall send the decision to such person, firm or corporation by certified mail, return receipt requested.
- (c) Cause for disqualification or suspension from submitting Proposals shall include the following:
 - (1) Conviction or entry of a plea of guilty for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
 - (2) Conviction or entry of a plea of guilty under state or federal law for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of

business integrity or business honesty which affects responsibility as a state contractor;

- (3) Conviction or entry of a plea of guilty under state or federal antitrust, collusion or conspiracy statutes arising out of the submission of bids or proposals;
- (4) Noncompliance with contract provisions, of a character regarded by the committee to be of such gravity as to indicate a lack of responsibility to perform as a state contractor, including deliberate failure, without good cause, to perform in accordance with specifications or time limits provided in a contract;
- (5) A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, unless such failure to perform or unsatisfactory performance was caused by acts beyond the control of the contractor or supplier; or
- (6) Any other cause the committee determines to be so serious or compelling as to affect responsibility as a state contractor, including disqualification by another governmental entity, having caused financial loss to the state or having caused a serious delay or inability of state officials to carry out their duties on a past contract or contracts.
- (7) The committee may reduce the period or extent of disqualification, upon the contractor's request, supported by documentation, for the following reasons:
 - (a) Newly discovered material evidence;
 - (b) Reversal of the conviction upon which the disqualification was based;
 - (c) Bona fide change in ownership or management;
 - (d) Elimination of other causes for which the disqualification was imposed; or
 - (e) Other reasons the committee deems appropriate.
- (8) The committee may grant an exception permitting a disqualified contractor to participate in a particular contract or subcontract upon a written determination by the committee that there is good cause, in the interest of the public, for such action.

11. NONDISCRIMINATION: Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities.

- (a) As used in this section:

- (1) “Minority business enterprise” means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in Section 32-9n(a) of the Connecticut General Statutes;
 - (2) “Good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
 - (3) “Good faith efforts” include, but are not 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;
 - (4) “Commission” means the Commission on Human Rights and Opportunities;
 - (5) “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) Every contract to which the state or any political subdivision of the state other than a municipality is a party shall contain the following provisions:
- (1) The Contractor agrees and warrants that in the performance of the contract such Contractor will not discriminate or permit discrimination against any person or groups of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, past or present history of mental disorder, mental retardation, learning 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.
 - (2) 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, sexual orientation, past or present history of mental disorder, mental retardation, learning 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.

- (3) 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.
 - (4) The Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the commission advising the labor union or 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.
 - (5) The Contractor agrees to comply with each provision of this section and Sections 46a-68e and 46a-68f of the Connecticut General Statutes and with each regulation or relevant order issued by said commission pursuant to Sections 46a-56, 46a-68e and 46a-68f of the Connecticut General Statutes.
 - (6) The Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this section and Section 46a-56 of the Connecticut General Statutes. 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 project.
- (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 Section 46a-56 of the Connecticut General Statutes; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

- (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.

- (g) This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any state or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion. The Contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner. This contract is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

12. ENFORCEMENT OF ANTIDISCRIMINATION PROVISIONS: (Conn. Gen. Stat. Sec. 46a-56)

- (a) The commission shall:
- (1) Investigate the possibilities of affording equal opportunity of profitable employment to all persons, with particular reference to job training and placement;
 - (2) Compile facts concerning discrimination in employment, violations of civil liberties and other related matters;
 - (3) Investigate and proceed in all cases of discriminatory practices as provided in this chapter and noncompliance with the provisions of Sections 4a-60, 4a-60a and 46a-68c to 46a-68f, inclusive, of the Connecticut General Statutes;
 - (4) From time to time, but not less than once a year, report to the Governor as provided in Section 4a-60 of the Connecticut General Statutes, making recommendations for the removal of such injustices as it may find to exist and such other recommendations as it deems advisable and describing the investigations, proceedings and hearings it has conducted and their outcome, the decisions it has rendered and the other work it has performed;
 - (5) Monitor state contracts to determine whether they are in compliance with Sections 4a-60 and 4a-60a of the Connecticut General Statutes and all other provisions of the general statutes which prohibit discrimination; and
 - (6) Compile data concerning state contracts with female and minority business enterprises and submit a report annually to the General Assembly concerning the employment of such business enterprises as contractors and subcontractors.
- (b) The commission may, when it is deemed in the best interests of the state, exempt a contractor from the requirements of complying with any or all of the provisions of Section 4a-60, 4a-60a, 46a-68c, 46a-68d or 46a-68e of the Connecticut General Statutes in any specific contract. Exemptions under the provisions of this section may include, but not be limited to, the following instances: (1) If the work is to be or has been performed outside the state and no recruitment of workers within the limits of the state is involved; (2) those involving less than specified amounts of money or specified numbers of workers; (3) to the extent that they involve subcontracts below a specified tier. The commission may also exempt facilities of a contractor which are in all respects separate and distinct from activities of the contractor related to the performance of the contract, provided such an exemption shall not interfere with or impede the effectuation of the purposes of this section and Sections 4a-60, 4a-60a, 4a-60g, 4a-62 and 46a-68b to 46a-68k, inclusive, of the Connecticut General Statutes.

- (c) If the commission determines through its complaint procedure that a contractor or subcontractor is not complying with anti-discrimination statutes or contract provisions required under Sections 4a-60, 4a-60a, 46a-68c, 46a-68d, 46a-68e or 46a-68f of the Connecticut General Statutes, (A) the state shall retain two per cent of the total contract price per month on any existing contract with such contractor and (B) the contractor shall be prohibited from participation in any further contracts with state agencies until: (i) The expiration of a period of two years from the date of the finding of noncompliance or (ii) the commission determines that the contractor has adopted policies consistent with such statutes. The commission shall make such a determination as to whether the contractor has adopted such policies within forty-five days of its determination of noncompliance. In addition, the commission may do one or more of the following: (1) Publish or cause to be published, the names of contractors or unions which it has found to be in noncompliance with such provisions; (2) notify the Attorney General that, in cases in which there is substantial or material violation or the threat of substantial or material violation of the contractual provisions set forth in Sections 4a-60 or 4a-60a of the Connecticut General Statutes, appropriate proceedings should be brought to enforce those provisions, including the enjoining, within the limitations of applicable law, of organizations, individuals or groups who prevent directly or indirectly, or seek to prevent directly or indirectly, compliance with the provisions of said Sections 4a-60 or 4a-60a of the Connecticut General Statutes; (3) recommend to the Equal Employment Opportunity Commission or the Department of Justice that appropriate proceedings be instituted under Title VII of the Civil Rights Act of 1964, when necessary; (4) recommend to the appropriate prosecuting authority that criminal proceedings be brought for the furnishing of false information to any contracting agency or to the commission as the case may be; (5) order the contracting agency to refrain from entering into further contracts, or extension or other modifications of existing contracts, with any noncomplying contractor, until such contractor has satisfied the commission that such contractor has established and will carry out personnel and employment policies in compliance with antidiscrimination statutes and provisions of Sections 4a-60, 4a-60a and 46a-68c to 46a-68f, inclusive, of the Connecticut General Statutes. The commission shall adopt regulations in accordance with Chapter 54 of the Connecticut General Statutes to implement the provisions of this section.
- (d) If the commission determines through its complaint procedure and after a hearing held in accordance with Chapter 54 of the Connecticut General Statutes that, with respect to a state contract, a contractor, subcontractor or supplier of materials has (1) fraudulently qualified as a minority business enterprise or (2) performed services or supplied materials on behalf of another contractor, subcontractor or supplier of materials knowing (A) that such other contractor, subcontractor or supplier has fraudulently qualified as a minority business enterprise in order to comply with antidiscrimination statutes or contract provisions required under Section 4a-60 or 4a-60a of the Connecticut General Statutes, and (B) that such services or materials are to be used in connection

with a contract entered into pursuant to Section 4a-60g(b) of the Connecticut General Statutes it shall assess a civil penalty of not more than ten thousand dollars upon such contractor, subcontractor or supplier of materials. The Attorney General, upon complaint of the commission, shall institute a civil action in the superior court for the judicial district of Hartford to recover such penalty. Any penalties recovered shall be deposited in a special fund and shall be held by the Treasurer separate and apart from all other moneys, funds and accounts. The resources in such fund shall, pursuant to regulations adopted by the commission in accordance with the provisions of Chapter 54 of the Connecticut General Statutes, be used to assist minority business enterprises. As used in this section, "minority business enterprise" means any contractor, subcontractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in Section 32-9n(a) of the Connecticut General Statutes.

- 13. COMPLIANCE REPORTS: (Conn. Gen. Stat. Sec. 46a-68e)** Each contractor shall file, and shall cause each of his subcontractors to file, with the commission such compliance reports at such times as the commission may direct. Compliance reports shall contain such information as to the practices, policies, programs and employment policies, employment programs, and employment statistics of the contractor and each subcontractor and be in such form as the commission may prescribe.
- 14. LABOR UNION PRACTICES: (Conn. Gen. Stat. Sec. 46a-68f)** Whenever the contractor or subcontractor has a collective bargaining agreement or other contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the compliance report shall include information pertaining to such labor union's or agency's practices and policies affecting compliance, as the commission may prescribe; provided, to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training and such labor union or agency refuses to furnish information to the contractor, the contractor shall so certify to the commission as part of its compliance report and shall set forth what efforts have been made to obtain such information.
- 15. LABOR REPORTING:** The Contractor also agrees to make available to the State Department of Labor a listing of all available employment openings for the purpose of carrying out the terms of the contract.
- 16. PROPOSAL DELIVERY AND OPENING:** It is the Proposer's responsibility to deliver Proposals to the Office of Legislative Management, Legislative Office Building, Room 5100, Hartford, Connecticut 06106, to the attention of the Purchasing Department before the time and date indicated below. Late Proposals will

be rejected. The envelope should be clearly marked as follows:

SEALED PROPOSAL: Composition and HTML version of the 2005 General Statutes of Connecticut

DEADLINE FOR RECEIPT: Tuesday, July 20, 2004 – 4:00 P. M.

Proposals will be opened and read immediately following submission deadline.

17. **GOVERNING LAW:** This Request for Proposals and any contract awarded pursuant thereto shall be governed by the laws of the State of Connecticut, and in accordance with all state and federal Occupational Safety and Health requirements.
18. **PROPOSER LABELING:** As stated in section 16 above, the Proposer should indicate on the outside of the envelope the name of the Request for Proposals and the date and time of the Proposal opening so that it may be correctly logged in and not opened in error.

**COMPOSITION AND HTML VERSION OF THE
OFFICIAL GENERAL STATUTES OF CONNECTICUT,
REVISED TO JANUARY 1, 2005**

I. INTRODUCTION AND SUMMARY OF SERVICES REQUIRED

General Assembly and Joint Committee on Legislative Management: The General Assembly is the legislative branch of government of the State of Connecticut. Its business and financial dealings are administered by the Joint Committee on Legislative Management, which also oversees all legislative operational and staff activities. The President Pro Tempore of the Senate and the Speaker of the House of Representatives serve as co-chairpersons of the Committee.

Legislative Commissioners' Office: The Legislative Commissioners' Office (hereinafter referred to as "the LCO") is a nonpartisan office whose legal staff is responsible for drafting and reviewing all bills, amendments and resolutions coming before the General Assembly. This office is also responsible for publishing the public and special acts of each session, codifying the public acts, revising the *official* General Statutes of Connecticut and biennially publishing same.

Summary of services required: The LCO is seeking composition services in connection with the preparation of the *official* General Statutes of Connecticut, revised to January 1, 2005 (hereinafter referred to as "the 2005 General Statutes"). Said composition services shall include, but shall not be limited to, the preparation of approximately 15,360 electronic pages (PDF files with fonts and images embedded) (hereinafter referred to as "electronic pages") of all data or material delivered by the State. The electronic pages will be used by the State's printer in the printing of the 2005 General Statutes. The LCO is also seeking the preparation of a browseable HTML version of the 2005 General Statutes for use on the General Assembly's internal and external web sites. The State will require all such electronic pages to be produced over a three-calendar-week period, and such browseable HTML version of the 2005 General Statutes to be delivered within eight calendar weeks from completion of the preparation of the electronic pages. All services required under this Request for Proposals shall be produced and delivered to the State as hereinafter provided.

Contact persons: Should Proposers have any questions concerning the specific Proposal specifications contained in this Request for Proposals, they should address such questions to either Anthony Trouern-Trend, Supervisor of Statute Revision (Tel. No. 860.240.8410, email address: anthony.trouern-trend@po.state.ct.us), or Arthur Donovan, Assistant Supervisor of Statute Revision (Tel. No. 860.240.8410, email address: arthur.donovan@po.state.ct.us). Both the Supervisor of Statute Revision and the Assistant Supervisor of Statute Revision are nonpartisan employees of the LCO. In addition, Proposers should direct technical questions concerning the preparation of the browseable HTML version of the 2005 General Statutes to Paul Alderucci, Project

Manager, Information Technology Services (Tel. No. 860.240.0515, email address: paul.alderucci@po.state.ct.us).

II. PROJECT SPECIFICATIONS AND DEADLINES

The Contract for composition of the electronic pages and preparation of the browseable HTML version of the 2005 General Statutes will be from the date of award through March 31, 2005. The specific timetable will be determined from the actual submission date of materials by the LCO to the Contractor, but is expected to occur between November 12, 2004, and December 3, 2004.

A. MATERIALS TO BE DELIVERED BY THE STATE:

(a) The State shall deliver the following materials to the Contractor to enable it to perform under the Contract:

(1) Microsoft Word 2000 files (hereinafter referred to as "Word files") containing representative samples of the General Statutes of Connecticut, revised to 2003. These samples will include Tables of Contents, Constitutional Documents, General Statutes, Reference Tables, Miscellaneous Pages and the Preface, for software development purposes;

(2) One (1) set of the *official* General Statutes of Connecticut, revised to January 1, 2003;

(3) Production Word files to be computer composed by the Contractor into electronic pages in accordance with the composition requirements set out in this Request for Proposals;

(4) Manuscript copy of any miscellaneous pages to be prepared and composed by the Contractor into electronic pages;

(5) Marked up proofs, printouts or manuscript copy of any tables or forms contained in the 2005 General Statutes that may need to be adjusted or reportioned by the Contractor;

(6) Marked up proofs, printouts or manuscript copy of any author's alterations and corrections that may be required by the State;

(b) All production Word files of data, printouts and manuscript copy shall be delivered by the State in accordance with Work and Production Schedules agreed to by the State and the Contractor;

(c) It is expected that the production Word files mentioned above will be delivered to the Contractor between November 12, 2004, and December 3, 2004.

B. SERVICES AND PRODUCTS REQUIRED BY THE STATE: The State will require the Contractor to provide the following:

(a) Electronic pages of the 2005 General Statutes 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 1158 pages;

Volume 2 (includes Table of Contents and Titles 7 and 8) - - estimated 964 pages;

Volume 3 (includes Table of Contents and Titles 9 to 11, inclusive) - - estimated 1120 pages;

Volume 4 (includes Table of Contents and Titles 12 to 13b, inclusive) - - estimated 1220 pages;

Volume 5 (includes Table of Contents and Titles 14 to 16a, inclusive) - - estimated 907 pages;

Volume 6 (includes Table of Contents and Titles 17 to 19a, inclusive) - - estimated 1238 pages;

Volume 7 (includes Table of Contents and Titles 20 to 21a, inclusive) - - estimated 725 pages;

Volume 8 (includes Table of Contents and Titles 22 to 26, inclusive) - - estimated 1279 pages;

Volume 9 (includes Table of Contents and Titles 27 to 32, inclusive) - - estimated 1198 pages;

Volume 10 (includes Table of Contents and Titles 33 to 37, inclusive) - - estimated 995 pages;

Volume 11 (includes Table of Contents and Titles 38 to 44, inclusive) - - estimated 1373 pages;

Volume 12 (includes Table of Contents and Titles 45 to 50a, inclusive) - - estimated 1130 pages;

Volume 13 (includes Table of Contents and Titles 51 to 55, inclusive) - - estimated 1209 pages;

Volume 14 (Index) - - not part of this Request for Proposals;

Volume 15 (Index) - - not part of this Request for Proposals; and

Volume 16 (includes Index (not part of this Request for Proposals) and Reference Tables) - - estimated 845 Reference Table pages only;

(b) Electronic pages of the spines and covers for Volumes 1 to 16, inclusive, of the 2005 General Statutes;

(c) A browseable HTML version of the 2005 General Statutes for use on the General Assembly's internal and external web sites.

See “WORK TO BE PERFORMED BY THE CONTRACTOR” for a detailed description of the various services and products required by the State in connection with the preparation of the electronic pages and the browseable HTML version of the 2005 General Statutes.

C. WORK TO BE PERFORMED BY THE CONTRACTOR: The Contractor shall perform the following:

(a) All necessary software development, including the translation of the State's composition codes and formatting commands, required to compose the Word files of the 2005 General Statutes, delivered by the State, into electronic pages, as provided for in this Request for Proposals;

(b) Prepare and deliver to the State electronic pages, in accordance with the composition requirements specified in this Request for Proposals, of the following elements of the 2005 General Statutes delivered to the Contractor by the State in the form of Word files or as manuscript copy:

(1) The Tables of Contents for Volumes 1 to 13, inclusive;

(2) 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;

(3) Titles 1 to 55, inclusive, of the 2005 General Statutes;

(4) The Reference Tables published in Volume 16;

(5) The Miscellaneous Pages for Volumes 1 to 16, inclusive;

(6) The Preface;

(7) The spines and covers for Volumes 1 to 16, inclusive.

The Contractor shall charge the State for such electronic pages in accordance with the applicable prices proposed;

(c) The preparation of electronic pages from manuscript copy supplied by the State of certain miscellaneous pages to be published in the 2005 General Statutes. The Contractor shall charge the State for such electronic pages in accordance with the applicable prices proposed;

(d) Manually adjust and/or reportion, where necessary, the format or layout of certain tables or forms as required by the State. The Contractor shall charge the State for such adjustment and/or reportioning in accordance with the applicable prices proposed;

(e) Carry out all author's alterations and corrections which the State may require. The Contractor shall charge the State for carrying out such author's alterations and corrections in accordance with the applicable prices proposed;

(f) Deliver to the State, or as the State may direct, the electronic pages, manually adjusted and/or reportioned tables and forms, author's alterations and corrections provided for under this Request for Proposals as follows:

(1) Electronic pages - - in not more than seven (7) calendar days from receipt of the State's production Word files or manuscript copy;

(2) Manually adjusted and/or reportioned tables and forms - - in not more than five (5) calendar days from receipt of the State's marked up copy;

(3) Author's alterations and corrections - - in not more than five (5) calendar days from receipt of the State's marked up copy;

(g) Prepare and deliver to the State a browseable HTML version of Titles 1 to 55, inclusive, of the 2005 General Statutes, using the coded files prepared by the Contractor for the composition of the electronic pages of said Titles, as follows:

(1) The Contractor shall: (A) Replicate the style and format of the browseable HTML version of the General Statutes of Connecticut, revised to January 1, 2003, (See Section **VI. ENCLOSURES AND SAMPLES**, below, for availability of the browseable HTML version of the 2003 General Statutes) with the enhancements described in (2) below; (B) provide for no point size changes in the data when displayed; (C) ensure that the browseable HTML version of the 2005 General Statutes may be copied directly from CD-ROM or other media to the General Assembly's internal and external web sites without any file directory or HTML manipulation; and (D) ensure that the browseable HTML version of the 2005 General Statutes is compatible with both Internet Explorer and Netscape;

(2) The Contractor shall provide the following enhancements to the browseable HTML version of the 2005 General Statutes: (1) Indent the first line of each paragraph to match the format that appears in the printed General Statutes of Connecticut, revised to January 1, 2003; (2) precede each indented paragraph with a blank line to match the format that appears in the printed General Statutes of Connecticut, revised to January 1, 2003; and (3) insert a “Return to List of Titles” link at the end of each “List of Chapters”;

(3) The Contractor shall deliver the browseable HTML version of the 2005 General Statutes not more than eight (8) calendar weeks from acceptance of the electronic pages by the State;

(4) The Contractor shall charge the State for the browseable HTML version of the 2005 General Statutes in accordance with the applicable prices proposed.

All electronic pages and the browseable HTML version of the 2005 General Statutes provided for under this Request for Proposals shall be delivered to the Legislative Commissioners’ Office, Room 5500, Legislative Office Building, 300 Capitol Avenue, Hartford, CT 06106-1591, or to such other address as the State may designate. **The cost of transportation, including express air transportation, shall be included in the applicable prices proposed.**

D. CONTRACTOR’S GUARANTEES: The Contractor hereby agrees and guarantees:

(a) To perform the Contract awarded pursuant to this Request for Proposals in accordance with the specifications and terms and conditions set out in this Request for Proposals;

(b) To indemnify, defend and save harmless the State of Connecticut, its officers, agents and employees from any and all claims and losses, including contractual, casualty and workers’ compensation claims, accruing or resulting to any and all persons, firms or corporations as a result of any injury or damage caused by the Contractor in the performance of the Contract awarded pursuant to this Request for Proposals;

(c) To exercise normal care and diligence in the preparation and production of the electronic pages and the browseable HTML version of the 2005 General Statutes provided for in this Request for Proposals and to inspect same for machine malfunctions and program errors, and to correct any errors so identified within the applicable delivery times provided for in this Request for Proposals, and if the State identifies any errors created or caused by the Contractor, the Contractor will correct such errors at no cost to the State;

(d) That all electronic pages and the browseable HTML version of the 2005 General Statutes delivered to the State pursuant to this Request for Proposals shall be of good quality and free of errors and defects, except that any errors contained in the production Word files delivered by the State to the Contractor need not be corrected unless specifically requested by the State;

(e) That it will remake any defective electronic pages that may be rejected by the State at no additional cost to the State. The term “defective electronic page” shall include, but shall not be limited to, any electronic page that does not meet the specifications contained in this Request for Proposals;

(f) That it will, at its own expense, correct any errors which it may create through machine malfunction, program error or otherwise which the State may discover before or after the electronic pages provided for in this Request for Proposals have been used by the State’s printer in the preparation of the printed copies of the affected volume or volumes, and that if it is not reasonably possible for the State’s printer to effect any such correction due to the status of production of the 2005 General Statutes, then 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. (It is anticipated that the print run for each volume of the 2005 General Statutes will be approximately 6,500);

(g) To perform all work and make all deliveries of services and products as provided for in this Request for Proposals and in accordance with Work and Production Schedules to be mutually agreed upon by the State, or its designee, and the Contractor;

(h) To return all materials delivered by the State to the Contractor pursuant to this Request for Proposals in good condition upon completion of the services provided for in this Request for Proposals.

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 reasonable careful owner of similar material.

F. DELIVERY AND LIQUIDATED DAMAGES FOR LATE DELIVERY:

(a) Delivery shall be made as ordered and in accordance with this Request for Proposals;

(b) 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 State, to complete the furnishing and delivery of the electronic pages and the browseable HTML version of the 2005 General Statutes as called for in this Request for Proposals within the times required, the State 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 two hundred fifty dollars (\$250.00) 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 awarded pursuant to this Request for Proposals, the deduction to be made or the sum to be recovered as liquidated damages.

G. PASSING OF TITLE: Title to and possession of the electronic pages and the browseable HTML version of the 2005 General Statutes provided for under this Request for Proposals shall pass to the State of Connecticut upon delivery of same to the Legislative Commissioners' Office, Room 5500, Legislative Office Building, 300 Capitol Avenue, Hartford, CT 06106-1591 or upon delivery to such other address as may be designated in writing by the State.

H. USE BY CONTRACTOR OF MATERIALS DELIVERED BY THE STATE: 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 browseable HTML version of the 2005 General Statutes provided for under this Request for Proposals without the prior written consent of the Legislative Commissioners, or their designee, on behalf of the State.

III. COMPOSITION REQUIREMENTS

The following are the style, format, composition codes and rules applicable to the composition of the 2005 General Statutes into electronic pages.

1. DEFINITIONS: As used in these "**COMPOSITION REQUIREMENTS**" the following terms shall have the following meanings unless the context otherwise requires:

(a) "Volume" or "Volumes" means one or more volumes of the printed 2005 General Statutes;

(b) "General Statutes" means Titles 1 to 55, inclusive, of the General Statutes;

(c) "Constitutional Documents" means 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;

(d) "Tables of Contents" means the Tables of Contents which will be printed at the beginning of Volumes 1 to 13, inclusive;

(e) "Reference Tables" means the Reference Tables which will be printed in Volume 16;

(f) "Miscellaneous Pages" means the various divider pages which will be printed in each Volume;

(g) "Preface" means the Preface which will be printed in Volume 1;

(h) “2005 General Statutes” means the Tables of Contents, the Constitutional Documents, the General Statutes, the Reference Tables, the Miscellaneous Pages and the Preface, all as defined above and when referred to collectively;

Note: The 2005 General Statutes Index, which will be printed in Volumes 14, 15 and 16, is **not** part of this Request for Proposals. The Reference Tables which will be printed in Volume 16 **are** part of this Request for Proposals;

(i) “Spines and covers” means the spines and covers for Volumes 1 to 16, inclusive, of the 2005 General Statutes.

2. REPROPORTIONING OF DATA OR TEXT: All data or text supplied by the State to the Contractor in the form of Word files must be reproportioned so as to meet the page specifications described in this Request for Proposals.

3. STYLE AND FORMAT: The style and format of the 2005 General Statutes shall be the same as for the *official* General Statutes of Connecticut, revised to 2003. If any of the composition rules and requirements described in this Request for Proposals are at variance with that style and format, then the style and format of the *official* General Statutes of Connecticut, revised to 2003, shall take precedence unless otherwise specifically required by the LCO. See sample volume accompanying this Request for Proposals.

4. GENERAL PAGE SPECIFICATIONS: The following are the general page specifications for the 2005 General Statutes:

(a) Font = Times Roman. **Font must distinguish between a lower case “L” and the Arabic numeral “1”;**

(b) Face = roman, except as otherwise coded for bold or italic;

(c) Point size = 10, except as otherwise coded;

(d) Leading = 11, except as otherwise coded;

(e) Print area, 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;

(f) Definitions: See “**1. DEFINITIONS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(g) Reproportioning of data or text: See “**2. REPROPORTIONING OF DATA OR TEXT**” within these “**COMPOSITION REQUIREMENTS**” for details;

(h) Style and format: See “**3. STYLE AND FORMAT**” within these “**COMPOSITION REQUIREMENTS**” for details; and

(i) Electronic pages: See “**5. ELECTRONIC PAGES**” within these “**COMPOSITION REQUIREMENTS**” for details.

5. ELECTRONIC PAGES: All electronic pages prepared pursuant to this Request for Proposals shall be, when printed, in the form of single pages measuring not less than 60 picas long by not less than 36 picas wide. There shall be top and bottom margins of at least 4.5 picas each of white space 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. **Note: Contractor shall include crop marks for proofing purposes.**

6. TABLES OF CONTENTS:

(a) **General Page Specifications:** See “**4. GENERAL PAGE SPECIFICATIONS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(b) **Composition Coding and Formatting Commands:** In preparing the Word files of the Tables of Contents, the State has used certain composition codes and formatting commands. See “**11. COMPOSITION CODING AND FORMATTING COMMANDS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(c) **Electronic pages:** See “**5. ELECTRONIC PAGES**” within these “**COMPOSITION REQUIREMENTS**” for details;

(d) **Running head:** Running head = “CONTENTS” set 8/9 roman on each page except first page which has no running head. The running head is not included in the State’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;

(e) **Folios:** Folios = lower case roman, centered at the foot of each page and separated from the text by approximately 12 points of leading;

(f) **Column headings:** Column headings = set 8/9 roman as follows:

Volume 1: 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, **except** for Title 42a in Volume 11, 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 in Volume 11. 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:”;

(g) **Sample Pages:** See sample volume accompanying this Request for Proposals.

7. CONSTITUTIONAL DOCUMENTS and GENERAL STATUTES:

(a) **General Page Specifications:** See “**4. GENERAL PAGE SPECIFICATIONS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(b) **Composition Coding and Formatting Commands:** In preparing the Word files of the Constitutional Documents and the General Statutes, the State has used certain composition codes and formatting commands. See “**11. COMPOSITION CODING AND FORMATTING COMMANDS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(c) **Electronic pages:** See “**5. ELECTRONIC PAGES**” within these “**COMPOSITION REQUIREMENTS**” for details;

(d) **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 the running heads are as follows, both recto and verso:

For the Constitution of the United States:

CONSTITUTION OF THE UNITED STATES

For the Amendments to the Constitution of the United States:

AMENDMENTS TO THE
CONSTITUTION OF THE UNITED STATES

For the Constitution of the State of Connecticut:

CONSTITUTION OF THE STATE OF CONNECTICUT

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

AMENDMENTS TO THE CONSTITUTION OF THE STATE OF CONNECTICUT

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

CODIFIED CONSTITUTION OF THE STATE OF CONNECTICUT INCORPORATING ALL EXTANT AMENDMENTS

(e) **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 last new Chapter number and its heading appearing on the previous page, or, the first new Chapter number and its heading appearing on the page and the folio. For example:

Ch. 3 PUBLIC RECORDS: GENERAL PROVISIONS 239

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:

228 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;

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

(g) **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 Sub Part heading documents. Sub Part 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 below within these “COMPOSITION REQUIREMENTS” under the caption “Condition codes”.

The relationships between these various document types are set out below within these “COMPOSITION REQUIREMENTS” under the caption “Keeps and Releases”;

(h) **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 Request for Proposals. The

relationships between the various condition codes are set out below within these **“COMPOSITION REQUIREMENTS”** under the caption **“Keeps and Releases”**:

“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 (Sub Part indicators and headings) contain some or all of the following condition codes:

+H controls line containing Sub Part indicator such as “(A)” or “(C1)”. Spaces line down 2 picas, + or – 6 points, from preceding line of text except when Sub Part 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 Sub Part name. Spaces down 12 points from Sub Part indicator number line and sets Sub Part name 10/11 bold;

@I turns off this code;

+U controls 7 point asterisked footnotes and cross-references which may be attached to Sub Part 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.

The relationships between the various document types and condition codes listed above are set out below within these “COMPOSITION REQUIREMENTS” under the caption “Keeps and Releases”.

(i) **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):

(1) +A and +B conditions - - keep together on same page;

(2) +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;

(3) +A and +B and +V conditions - - same rule as in (2) above;

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

(1) +D and +E conditions - - keep together on same page;

(2) +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;

(3) +D and +E and +V conditions - - same rule as in (2) 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. **Note:** 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):

(1) +F and +G conditions - - keep together on same page;

(2) +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;

(3) +F and +G and +V conditions – same rule as in (2) 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. **Note:** This 2-line rule can be

changed to 1 line in each case if needed to meet page depth or balancing requirements;

“**H**” documents (Sub Part indicators and headings):

- (1) +H and +I conditions - - keep together on same page;
- (2) +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;
- (3) +H and +I and +V conditions - - same rule as in (2) 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. **Note:** 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):

- (1) 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;
- (2) 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;
- (3) 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;

(j) **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;

(k) **Sample pages:** See Constitutional Documents pages and General Statutes pages in sample Volume 1 accompanying this Request for Proposals.

8. REFERENCE TABLES:

(a) **General Page Specifications:** See “**4. GENERAL PAGE SPECIFICATIONS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(b) **Composition Coding and Formatting Commands:** See “**11. COMPOSITION CODING AND FORMATTING COMMANDS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(c) **Electronic pages:** See “**5. ELECTRONIC PAGES**” within these “**COMPOSITION REQUIREMENTS**” for details;

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

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

(f) **Types of Reference Table:** The State 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 separated by vertical rule lines. Each double column shall be no more than 6.5 picas wide;

Two-double-column Reference Tables: Set 8/9 roman. With the exception of the last Reference Table which starts on page 817 of Volume 16 of the *official* General Statutes of Connecticut, revised to January 1, 2003, each page to contain two (2) double columns of data separated by vertical rule lines. Each double column shall be no more than 14 picas wide. In the case of said last Reference Table, each page to contain one double column separated by dot leaders;

(g) **Vertical rule lines and dot leaders:** The vertical rule lines and dot leaders referred to above are not included in the State’s Word files and must be inserted by the Contractor;

(h) **Sample Reference Tables:** See sample Volume 16 accompanying this Request for Proposals. **Note:** The four-double-column Reference Tables will be found on pages 1 to 50, inclusive. The three (3) styles of two-double-column Reference Tables will be found on pages 51 to 211, inclusive, 211 to 816, inclusive, and 817 and 818. As stated above, the State’s Word files do not contain the running heads, the vertical rule lines or the dot leaders.

9. MISCELLANEOUS PAGES and PREFACE:

(a) **General Page Specifications:** See “**4. GENERAL PAGE SPECIFICATIONS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(b) **Composition Coding and Formatting Commands:** In preparing the Word files of the Miscellaneous Pages and the Preface, the State has used certain composition codes and formatting commands. See “**11. COMPOSITION CODING AND FORMATTING COMMANDS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(c) **Electronic pages:** See “**5. ELECTRONIC PAGES**” within these “**COMPOSITION REQUIREMENTS**” for details;

(d) **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 State’s Word file of the Preface and must be inserted by the Contractor;

(e) **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;

(f) **Sample pages:** See **Miscellaneous** pages and **Preface** in sample Volume 1 accompanying this Request for Proposals.

10. SPINES AND COVERS: The spines and covers shall match the spines and covers of the *official* General Statutes of Connecticut, revised to 2003. The State will

provide detailed specifications to the Contractor upon request. See sample volumes accompanying this Request for Proposals.

11. COMPOSITION CODING AND FORMATTING COMMANDS:

(a) **Composition Coding and Formatting Commands:** The State may have used some or all of the following composition coding and formatting commands in the preparation of the Word files of the General Statutes. 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 of the 2005 General Statutes as required by this Request for Proposals;

(b) **Composition coding:** The following composition codes are high-lighted in the State'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;
- ^--^ or ^DM^** = em dash codes. These codes instruct the typesetter to insert an em dash in the current point size. **Note:** If the typesetter encounters two hyphens (--) together they must also compose as an em 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 quoting:** 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;

(c) **Word 2000:** The General Statutes are maintained in Word 2000 and, in addition to the composition codes listed above, the 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 2000 formatting has been used (e.g. justifying and centering text). The files also include Word 2000 subscripts, bolding, italics, underscoring, etc. It is the Contractor's responsibility to identify all composition codes and Word 2000 special characters and symbols, formatting commands, etc., and to interpret them correctly in the preparation of the electronic pages provided for under this Request for Proposals. The font used by the State in maintaining the files is 12 point Courier New.

IV. PROPOSER'S QUALIFICATIONS

(a) **Specific qualifications of Proposer:** Since the Proposer's proven ability to compose electronic pages and produce browseable HTML format documents, as required by this Request for Proposals, in an accurate, timely, confidential and efficient manner is

the most important factor, other than price, to be considered by the State in awarding the Contract, the Contractor shall meet the following qualifications:

(1) **Years of experience:** Five (5) or more years successful experience in composing electronic pages and producing browseable HTML format documents similar in quantity and complexity to those required by this Request for Proposals, as owner of, partner in or operator of a business or businesses providing such services;

(2) **Number of fulltime employees:** Employ in house at the Contractor's central location or place of business, throughout the term of the Contract, not less than six (6) full-time, fully trained professional and/or technical employees experienced in all aspects of composing electronic pages and preparing browseable HTML format documents, as required by this Request for Proposal, in an accurate, timely and confidential manner;

(3) **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 State and at which he and his employees will carry out the services specified in this Request for Proposals, so as to insure availability during normal business hours, security for the Word files and materials delivered by the State, compliance with the required delivery schedules, quality assurance and confidentiality.

(b) **Evidence of Proposer's qualifications:** To further enable the State to determine the Proposer's qualifications to carry out the services specified in this Request for Proposals in an accurate, timely and confidential manner, the Proposer shall provide the following with his Proposal:

(1) **Experience:** Evidence that he has successfully carried out similar work of a similar size and complexity in the past;

(2) **References:** A list of at least three references with whom the State may check as to the Proposer's ability to carry out such services in an accurate and timely manner;

(3) **Equipment:** A description of the Proposer's computer hardware and software which would be used in carrying out such services;

(4) **Personnel:** The number of the Proposer's personnel who would be directly involved in carrying out such services, and which of such personnel, if any, are subcontractors; and

(5) **Qualifications:** Evidence that Proposer's computer hardware, software and personnel are qualified and able to carry out such services in an accurate and timely manner.

The State may waive any or all of these requirements in the case of a Proposer who has satisfactorily prepared camera-ready copy and/or electronic pages for at least three (3) previous editions of the *official* General Statutes of Connecticut and has

satisfactorily prepared browseable HTML versions of at least two (2) previous editions of the *official* General Statutes of Connecticut.

While pricing will be a major factor in the awarding of the Contract, experience and ability to complete the services specified in this Request for Proposals in an accurate, timely and confidential manner will be important considerations as well.

V. ONSITE INSPECTIONS BY THE STATE

(a) The State reserves the right at any time prior to the award of the Contract to inspect the Proposer's place of business where the services and products required by this Request for Proposals would be performed or prepared, for the purpose of ascertaining the Proposer's ability to carry out and supply those services and products; and

(b) The State reserves the right at any time during the performance of the Contract to inspect the Contractor's place of business where the services and products required by this Request for Proposals are being performed or prepared, for the purpose of ascertaining compliance with the terms of the Contract.

VI. ENCLOSURES AND SAMPLES

Enclosed with this Request for Proposals is a CD-ROM containing a sample of the State's Word files, and sample copies of Volume 1 and Volume 16 of the *official* General Statutes of Connecticut, revised to 2003. The browseable HTML version of the General Statutes of Connecticut, revised to 2003, is available online at <http://www.cga.state.ct.us/2003/pub/titles.htm>.

VII. SUBMISSIONS

The Proposer must include the following with his Proposal:

(1) **Pricing page:** All requested pricing on the Proposer's charges page under section VIII, below, completed in ink or by typewriter;

(2) **Proposal page:** **PROPOSAL** page, completed in ink or by typewriter, and signed in ink;

(3) **Evidence of Proposer's qualifications:** All evidence required under section IV, above.

VIII. PROPOSER'S CHARGES
FOR THE SERVICES REQUIRED BY THIS
REQUEST FOR PROPOSALS

(To be completed by the Proposer in ink or by typewriter)

(The Proposer shall set out below his charges for the various services required under this Request for Proposals in connection with composing and delivering the electronic pages and preparing and delivering the browseable HTML version of the 2005 General Statutes.

NOTE: Prices proposed below **shall include** all charges for programming, testing, composition, labor and materials, and transportation or shipping.)

(a) Composition of electronic pages from Word files of:

Tables of Contents (estimated 165 pages):	\$ _____ per page
Constitutional Documents and General Statutes (estimated 14,360 pages):	\$ _____ per page
Reference Tables (estimated 845 pages):	\$ _____ per page
Miscellaneous Pages (estimated 50 pages):	\$ _____ per page
Preface (estimated 5 pages):	\$ _____ per page
Spines and covers (total 32 pages):	\$ _____ per page

(b) Adjustment of tables and forms: \$ _____ per line

(c) Author's alterations and corrections: \$ _____ per line

(d) Recomposition or re-running of pages
made necessary by adjustment of tables
and forms, author's alterations, corrections, etc.: \$ _____ per page

(e) Non-automated type composition:

Input from State's manuscript:	\$ _____ per line
Production of electronic pages:	\$ _____ per page

(f) Preparation and delivery of browseable
HTML version of the 2005 General Statutes: \$ _____

(g) Proposer's standard rates for any related
services not covered above:

PROPOSAL

See Section **VIII. – PROPOSER'S CHARGES FOR THE SERVICES
REQUIRED BY THIS REQUEST FOR PROPOSALS.**

**Please attach completed pricing section VIII of this Request for Proposals to
this PROPOSAL page, and submit as your proposal.**

The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish the services to the General Assembly provided for in this Request for Proposals at the prices proposed therein.

COMPANY _____

ADDRESS _____

SIGNATURE _____

NAME (Printed) _____ TITLE _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER _____

TELEPHONE NUMBER _____ FAX NUMBER _____

DATE _____

ATTACHEMENT B:

REQUEST FOR PROPOSAL

**COMPOSITION AND HTML VERSION OF THE 2006 SUPPLEMENT
TO THE
OFFICIAL GENERAL STATUTES OF CONNECTICUT,
REVISED TO JANUARY 1, 2005**

Sealed proposals will be received by the Joint Committee on Legislative Management in Room 5100 at the Legislative Office Building, Hartford, Connecticut, for furnishing the General Assembly with the commodities and/or services listed herein by the date and time cited below.

DATE: Friday, September 16, 2005

TIME: 4:00 p.m.

Issued: September 6, 2005

GENERAL PROPOSAL REQUIREMENTS FOR CONTRACTUAL SERVICES

1. DEFINITIONS: As used herein, the following terms shall have the following meanings unless otherwise required by the context:

- (a) "State" means the Connecticut General Assembly acting by and through the Executive Director of the Joint Committee on Legislative Management;
- (b) "Proposer" means a person, firm or corporation submitting a Proposal in response to a Request for Proposals;
- (c) "Contractual Services" or "services" means any and all laundry and cleaning service, pest control service, janitorial service, security service, the rental and repair, or maintenance, of equipment, machinery and other state-owned personal property, advertising and photostating, mimeographing, data entry, data processing and other similar service arrangements where the services are provided by persons other than state employees, as such services are specifically described in this Request for Proposals;
- (d) "Contractor" means any individual, firm or corporation to whom a contract is awarded against a Proposal submitted;
- (e) "Proposal" means an offer submitted in response to this Request for Proposals, to furnish the services described herein to the State, under the prescribed conditions at the stated prices;
- (f) "Contract" means the acceptance by the State of an offer of a Proposer to furnish the services described herein at the stated prices in response to this Request for Proposals (see Paragraph 3, below).

2. PROPOSALS:

- (a) **AMENDMENT OR WITHDRAWAL OF PROPOSAL.** The State reserves the right to amend and/or cancel this Request for Proposals at any time prior to the Proposal opening, and to correct any award erroneously made as a result of clerical error on the part of the State.
- (b) **TELEPHONE, TELEGRAPHIC, AND ORAL COMMUNICATIONS.** Telephone and telegraphic Proposals will not be considered. Any alleged oral information, agreement or arrangement made by a Proposer or Contractor with any employee of the State of Connecticut will be disregarded.

- (c) REFUSAL OF PROPOSAL. The State reserves the right to refuse any and all Proposals hereunder. The State will refuse any Proposal that does not meet the entire Request for Proposals.
- (d) OPENING OF PROPOSALS. All Proposals will be opened, and copies of all Proposals will be available, on the prescribed date and time in the Office of Legislative Management, Legislative Office Building, Room 5100, Hartford, Connecticut 06106.

3. FORMATION OF CONTRACT:

- (a) Each Proposal will be received with the understanding and agreement by the State and the Proposer that: (i) the State's acceptance of the Proposer's offer to furnish the services required in this Request for Proposals shall result in a contract agreement between the Proposer and the State which shall bind the Proposer on his part to furnish and deliver said services at the prices specified in said Proposal, and the State on its part to order from the Contractor, except for causes beyond reasonable control, and subject to the availability of appropriated funds, and to pay for at the contract prices, the services provided for in this Request for Proposals; and (ii) all the provisions of this Request for Proposals shall be included in the terms and conditions of said contract, except to the extent provided otherwise in an agreement executed by the State and the Proposer subsequent to the receipt of said Proposal by the State.
- (b) No alterations or variations of the terms of contract shall be valid or binding upon the State unless made in writing and signed by the State.
- (c) It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of his contract or his right, title or interest therein, or his power to execute such contract, to any other person, firm or corporation, without the previous written consent of the State. Any subcontracting done for this contract must be agreed to in writing by the State at the time the contract is signed.
- (d) The placing in the mail, forwarding by email or delivery to the address given in his Proposal of the contract agreement to a Proposer will constitute notice of acceptance of the Proposal. When so requested by the State, the Contractor shall execute a formal contract agreement with the State for the complete performance specified therein. The term of this agreement shall commence upon the signing of the agreement by both parties and the issuance of the formal purchase order and end upon satisfactory completion of all work and expiration of all warranty periods unless extended by the State.
- (e) Failure of the Contractor to deliver services as provided for herein or failure to make replacements of rejected commodities when so requested, immediately or as directed by the State, will constitute authority for the State to purchase in the

open market to replace the commodities rejected or not delivered. The State reserves the right to authorize immediate purchases in the open market against rejections on any contract when necessary. On all such purchases, the Contractor agrees promptly to reimburse the State for excess costs occasioned by such purchases. However, should public necessity demand it, the State reserves the right to use or consume commodities delivered which are substandard in quality, subject to an adjustment in price to be determined by the State.

- (f) Any services rendered by the Contractor hereunder which fails in any way to meet the terms of the contract is subject to rejection or payment at an adjusted price basis. The decision of the State shall be final.
- (g) The Contractor, when under contract, shall maintain adequate accounting records in accordance with all applicable state regulations in connection with this project and such records shall be made available for inspection by the State or other persons designated by the State. The Contractor shall make such accounts and records accessible to authorized state officials for the purpose of audit and examination.
- (h) All materials developed in conjunction with the contract shall become the property of the State at no additional cost.
- (i) No report or document produced in whole or in part in connection with the contract shall be the subject of an application for copyright by or on behalf of the Contractor.
- (j) The Contractor, when under contract, shall not use the name of the State for advertising or promotional purposes without prior permission in writing.

4. CANCELLATION OF CONTRACT: The Joint Committee on Legislative Management will reserve the right to cancel this contract within five days notice due to unsatisfactory performance. In the event that this is done, the Contractor will be paid for all the work performed or commodities provided up to the time of cancellation.

5. RENEWAL OF CONTRACT: The Joint Committee on Legislative Management reserves the right to renew this contract under the conditions set forth in Section 2-71s of the Connecticut General Statutes.

6. CONTRACTOR'S GUARANTEES: The Contractor hereby agrees and guarantees:

- (a) To perform any contract awarded in accordance with the specifications, terms and conditions contained in this Request for Proposals.

- (b) To indemnify, defend and save harmless the State of Connecticut and its officers, agents and employees from any and all claims, and losses, including contractual, casualty and workers' compensation claims, accruing or resulting to any and all persons, firms or corporations as a result of any injury or damage caused by the Contractor in performance of the contract and/or by the Contractor's use of any and all equipment owned by the State of Connecticut to perform this contract.

7. INDEPENDENT PRICE DETERMINATION AND OFFER OF GRATUITIES:

By submission of a Proposal, the Proposer certifies that in connection with this procurement the following requirements have been met:

- (a) The costs proposed have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such process with any other organization or with any competitor;
- (b) Unless otherwise required by law, the costs quoted have not been knowingly disclosed by the Proposer on a prior basis directly or indirectly to any other organization or to any competitor;
- (c) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition;
- (d) The Proposer has no knowledge of the specific Proposal contents prior to actual receipt of the Proposal;
- (e) The Proposer certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this procurement. Any contract arising from this procurement may be terminated by the State if it is determined that gratuities in excess of those allowed under Chapter 10 of the Connecticut General Statutes (Code of Ethics for Public Officials) were either offered to or received by any of the aforementioned officials or employees from the Contractor's agent or the Contractor's employee(s).

8. FREEDOM OF INFORMATION: Due regard will be given to the protection of proprietary information contained in all Proposals received; however, Proposers should be aware that all materials associated with this procurement are subject to the terms of the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations resulting therefrom. It will not be sufficient for Proposers to merely state generally that the Proposal is proprietary in nature and not therefore subject to release to third parties. Those particular pages or sections which a Proposer believes to be proprietary must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exception from release consistent with Section 1-

210 of the Connecticut General Statutes must accompany the Proposal. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Proposer 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 above-cited statute. Between the Proposer and the State, the final administrative authority to release or exempt any or all material so identified rests with the State.

- 9. DISCOUNTS:** All discounts should be reflected in the base price. Other discounts will not be considered when determining the low Proposer.

10. DISQUALIFICATION FROM SUBMITTING A PROPOSAL:

- (a) The Joint Committee on Legislative Management may disqualify any person, firm or corporation, for up to two years, from submitting a proposal for, applying for, or participating as a subcontractor under contracts with the legislative department, pursuant to Section 2-71p of the Connecticut General Statutes, for contractual services required by the legislative department, for one or more causes set forth under subsection (c) of this section. The committee shall provide notice and an opportunity to be heard to the person, firm or corporation which is the subject of the proceeding. The committee shall issue a written decision within ninety days of the last date of such hearing and state in the decision the reasons for the action taken and, if the person, firm or corporation is being disqualified, the period of such disqualification. The committee shall send the decision to such person, firm or corporation by certified mail, return receipt requested. The written decision shall be a final decision for the purposes of Sections 4-180 and 4-183 of the Connecticut General Statutes.
- (b) Before initiating such a proceeding or during the proceeding, the committee may suspend the person, firm or corporation from being considered for the awarding of such a contract for such contractual services, if the committee determines that there is probable cause for disqualification under subsection (a) of this section. No such suspension shall exceed three months. The committee may suspend such a person, firm or corporation only by issuing a written decision setting forth the reasons for, and the period of, the suspension. The committee shall send the decision to such person, firm or corporation by certified mail, return receipt requested.
- (c) Cause for disqualification or suspension from submitting Proposals shall include the following:
 - (1) Conviction or entry of a plea of guilty for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;

- (2) Conviction or entry of a plea of guilty under state or federal law for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty which affects responsibility as a state contractor;
- (3) Conviction or entry of a plea of guilty under state or federal antitrust, collusion or conspiracy statutes arising out of the submission of bids or proposals;
- (4) Noncompliance with contract provisions, of a character regarded by the committee to be of such gravity as to indicate a lack of responsibility to perform as a state contractor, including deliberate failure, without good cause, to perform in accordance with specifications or time limits provided in a contract;
- (5) A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, unless such failure to perform or unsatisfactory performance was caused by acts beyond the control of the contractor or supplier; or
- (6) Any other cause the committee determines to be so serious or compelling as to affect responsibility as a state contractor, including disqualification by another governmental entity, having caused financial loss to the state or having caused a serious delay or inability of state officials to carry out their duties on a past contract or contracts.
- (7) The committee may reduce the period or extent of disqualification, upon the contractor's request, supported by documentation, for the following reasons:
 - (a) Newly discovered material evidence;
 - (b) Reversal of the conviction upon which the disqualification was based;
 - (c) Bona fide change in ownership or management;
 - (d) Elimination of other causes for which the disqualification was imposed; or
 - (e) Other reasons the committee deems appropriate.
- (8) The committee may grant an exception permitting a disqualified contractor to participate in a particular contract or subcontract upon a written determination by the committee that there is good cause, in the interest of the public, for such action.

11. NONDISCRIMINATION: Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities.

- (a) As used in this section:
- (1) “Minority business enterprise” means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in Section 32-9n(a) of the Connecticut General Statutes;
 - (2) “Good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
 - (3) “Good faith efforts” include, but are not 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;
 - (4) “Commission” means the Commission on Human Rights and Opportunities;
 - (5) “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) Every contract to which the state or any political subdivision of the state other than a municipality is a party shall contain the following provisions:
- (1) The Contractor agrees and warrants that in the performance of the contract such Contractor will not discriminate or permit discrimination against any person or groups of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, past or present history of mental disorder, mental retardation, learning 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.
 - (2) 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, sexual orientation, past or present history of mental disorder, mental retardation, learning 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.

- (3) 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.
 - (4) The Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the commission advising the labor union or 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.
 - (5) The Contractor agrees to comply with each provision of this section and Sections 46a-68e and 46a-68f of the Connecticut General Statutes and with each regulation or relevant order issued by said commission pursuant to Sections 46a-56, 46a-68e and 46a-68f of the Connecticut General Statutes.
 - (6) The Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this section and Section 46a-56 of the Connecticut General Statutes. 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 project.
- (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 Section 46a-56 of the Connecticut General Statutes; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

- (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.

- (g) This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any state or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion. The Contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner. This contract is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service. This contract will be subject to the provisions of Section 16 of Public Act 91-58, nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland

promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy. Under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Contractors are expected to adhere to the same standards as the state agency/covered entity as to Protected Health Information (PHI), to maintain compliance with Title 45 CFR Part 164.504, Uses and Disclosures: Organizational Requirements, Bidder Contracts. Protected Health Information (PHI) includes information related to claims, health services, federal and state tax information and other personally identifiable records. Contractor agrees that is shall be prohibited from using or disclosing the PHI provided or made available by the state agency/covered entity or viewed while on the premises for any purpose other than as expressly permitted or required by this contract agreement.

12. ENFORCEMENT OF ANTIDISCRIMINATION PROVISIONS: (Conn. Gen. Stat. Sec. 46a-56)

- (a) The commission shall:
- (1) Investigate the possibilities of affording equal opportunity of profitable employment to all persons, with particular reference to job training and placement;
 - (2) Compile facts concerning discrimination in employment, violations of civil liberties and other related matters;
 - (3) Investigate and proceed in all cases of discriminatory practices as provided in this chapter and noncompliance with the provisions of Sections 4a-60, 4a-60a and 46a-68c to 46a-68f, inclusive, of the Connecticut General Statutes;
 - (4) From time to time, but not less than once a year, report to the Governor as provided in Section 4a-60 of the Connecticut General Statutes, making recommendations for the removal of such injustices as it may find to exist and such other recommendations as it deems advisable and describing the investigations, proceedings and hearings it has conducted and their outcome, the decisions it has rendered and the other work it has performed;
 - (5) Monitor state contracts to determine whether they are in compliance with Sections 4a-60 and 4a-60a of the Connecticut General Statutes and all other provisions of the general statutes which prohibit discrimination; and
 - (6) Compile data concerning state contracts with female and minority business enterprises and submit a report annually to the General Assembly concerning the employment of such business enterprises as contractors and subcontractors.

- (b) The commission may, when it is deemed in the best interests of the state, exempt a contractor from the requirements of complying with any or all of the provisions of Section 4a-60, 4a-60a, 46a-68c, 46a-68d or 46a-68e of the Connecticut General Statutes in any specific contract. Exemptions under the provisions of this section may include, but not be limited to, the following instances: (1) If the work is to be or has been performed outside the state and no recruitment of workers within the limits of the state is involved; (2) those involving less than specified amounts of money or specified numbers of workers; (3) to the extent that they involve subcontracts below a specified tier. The commission may also exempt facilities of a contractor which are in all respects separate and distinct from activities of the contractor related to the performance of the contract, provided such an exemption shall not interfere with or impede the effectuation of the purposes of this section and Sections 4a-60, 4a-60a, 4a-60g, 4a-62 and 46a-68b to 46a-68k, inclusive, of the Connecticut General Statutes.
- (c) If the commission determines through its complaint procedure that a contractor or subcontractor is not complying with anti-discrimination statutes or contract provisions required under Sections 4a-60, 4a-60a, 46a-68c, 46a-68d, 46a-68e or 46a-68f of the Connecticut General Statutes, (A) the state shall retain two per cent of the total contract price per month on any existing contract with such contractor and (B) the contractor shall be prohibited from participation in any further contracts with state agencies until: (i) The expiration of a period of two years from the date of the finding of noncompliance or (ii) the commission determines that the contractor has adopted policies consistent with such statutes. The commission shall make such a determination as to whether the contractor has adopted such policies within forty-five days of its determination of noncompliance. In addition, the commission may do one or more of the following: (1) Publish or cause to be published, the names of contractors or unions which it has found to be in noncompliance with such provisions; (2) notify the Attorney General that, in cases in which there is substantial or material violation or the threat of substantial or material violation of the contractual provisions set forth in Sections 4a-60 or 4a-60a of the Connecticut General Statutes, appropriate proceedings should be brought to enforce those provisions, including the enjoining, within the limitations of applicable law, of organizations, individuals or groups who prevent directly or indirectly, or seek to prevent directly or indirectly, compliance with the provisions of said Sections 4a-60 or 4a-60a of the Connecticut General Statutes; (3) recommend to the Equal Employment Opportunity Commission or the Department of Justice that appropriate proceedings be instituted under Title VII of the Civil Rights Act of 1964, when necessary; (4) recommend to the appropriate prosecuting authority that criminal proceedings be brought for the furnishing of false information to any contracting agency or to the commission as the case may be; (5) order the contracting agency to refrain from entering into further contracts, or extension or other modifications of existing contracts, with any noncomplying contractor, until such contractor has satisfied the commission that such contractor has

established and will carry out personnel and employment policies in compliance with antidiscrimination statutes and provisions of Sections 4a-60, 4a-60a and 46a-68c to 46a-68f, inclusive, of the Connecticut General Statutes. The commission shall adopt regulations in accordance with Chapter 54 of the Connecticut General Statutes to implement the provisions of this section.

- (d) If the commission determines through its complaint procedure and after a hearing held in accordance with Chapter 54 of the Connecticut General Statutes that, with respect to a state contract, a contractor, subcontractor or supplier of materials has (1) fraudulently qualified as a minority business enterprise or (2) performed services or supplied materials on behalf of another contractor, subcontractor or supplier of materials knowing (A) that such other contractor, subcontractor or supplier has fraudulently qualified as a minority business enterprise in order to comply with antidiscrimination statutes or contract provisions required under Section 4a-60 or 4a-60a of the Connecticut General Statutes, and (B) that such services or materials are to be used in connection with a contract entered into pursuant to Section 4a-60g(b) of the Connecticut General Statutes it shall assess a civil penalty of not more than ten thousand dollars upon such contractor, subcontractor or supplier of materials. The Attorney General, upon complaint of the commission, shall institute a civil action in the superior court for the judicial district of Hartford to recover such penalty. Any penalties recovered shall be deposited in a special fund and shall be held by the Treasurer separate and apart from all other moneys, funds and accounts. The resources in such fund shall, pursuant to regulations adopted by the commission in accordance with the provisions of Chapter 54 of the Connecticut General Statutes, be used to assist minority business enterprises. As used in this section, "minority business enterprise" means any contractor, subcontractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in Section 32-9n(a) of the Connecticut General Statutes.

13. COMPLIANCE REPORTS: (Conn. Gen. Stat. Sec. 46a-68e) Each contractor shall file, and shall cause each of his subcontractors to file, with the commission such compliance reports at such times as the commission may direct. Compliance reports shall contain such information as to the practices, policies, programs and employment policies, employment programs, and employment statistics of the contractor and each subcontractor and be in such form as the commission may prescribe.

14. LABOR UNION PRACTICES: (Conn. Gen. Stat. Sec. 46a-68f) Whenever the contractor or subcontractor has a collective bargaining agreement or other contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the compliance report shall

include information pertaining to such labor union's or agency's practices and policies affecting compliance, as the commission may prescribe; provided, to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training and such labor union or agency refuses to furnish information to the contractor, the contractor shall so certify to the commission as part of its compliance report and shall set forth what efforts have been made to obtain such information.

15. LABOR REPORTING: The Contractor also agrees to make available to the State Department of Labor a listing of all available employment openings for the purpose of carrying out the terms of the contract.

16. PROPOSAL DELIVERY AND OPENING: It is the Proposer's responsibility to deliver Proposals to the Office of Legislative Management, Legislative Office Building, Room 5100, Hartford, Connecticut 06106, to the attention of the Purchasing Department before the time and date indicated below. Late Proposals will be rejected. The envelope should be clearly marked as follows:

SEALED PROPOSAL: Composition and HTML version of the 2006 Supplement to the General Statutes of Connecticut.

DEADLINE FOR RECEIPT: Friday, September 16, 2005 – 4:00 P. M.

Proposals will be opened and read immediately following submission deadline.

17. GOVERNING LAW: This Request for Proposals and any contract awarded pursuant thereto shall be governed by the laws of the State of Connecticut, and in accordance with all state and federal Occupational Safety and Health requirements.

18. PROPOSER LABELING: As stated in section 16 above, the Proposer should indicate on the outside of the envelope the name of the Request for Proposals and the date and time of the Proposal opening so that it may be correctly logged in and not opened in error.

**COMPOSITION AND HTML VERSION OF THE
2006 SUPPLEMENT TO THE
OFFICIAL GENERAL STATUTES OF CONNECTICUT,
REVISED TO JANUARY 1, 2005**

I. INTRODUCTION AND SUMMARY OF SERVICES REQUIRED

General Assembly and Joint Committee on Legislative Management: The General Assembly is the legislative branch of government of the State of Connecticut. Its business and financial dealings are administered by the Joint Committee on Legislative Management, which also oversees all legislative operational and staff activities. The President Pro Tempore of the Senate and the Speaker of the House of Representatives serve as co-chairpersons of the Committee.

Legislative Commissioners' Office: The Legislative Commissioners' Office (hereinafter referred to as "the LCO") is a nonpartisan office whose legal staff is responsible for drafting and reviewing all bills, amendments and resolutions coming before the General Assembly. This office is also responsible for publishing the public and special acts of each session, codifying the public acts, revising the *official* General Statutes of Connecticut and biennially publishing same, and, from time to time, publishing supplements thereto.

Summary of services required: The LCO is soliciting composition services in connection with the preparation of the 2006 Supplement to the *official* General Statutes of Connecticut, revised to January 1, 2005 (hereinafter referred to as "the 2006 Supplement"). Said composition services shall include, but shall not be limited to, the preparation of approximately 3,000 electronic pages (PDF files with fonts and images embedded) (hereinafter referred to as "electronic pages") of all data or material delivered by the State. The electronic pages will be used by the State's printer in the printing of the 2006 Supplement.

It should be noted that the State has not published a comprehensive Supplement to the General Statutes since 1971, and therefore there are no applicable samples available. However, the specifications for the 2006 Supplement are almost identical to the specifications for the *official* General Statutes of Connecticut, revised to January 1, 2005, since the format and appearance of the 2006 Supplement must match the format and appearance of said General Statutes with only a few minor differences.

The LCO is also soliciting the preparation of a browseable HTML version of the 2006 Supplement for use on the General Assembly's internal and external web sites.

The State will require all the electronic pages to be produced over a period of not more than **two (2) calendar weeks**, and the browseable HTML version of the 2006 Supplement to be delivered within **four (4) calendar weeks** from completion of the preparation of the electronic pages.

All services required under this Request for Proposals shall be produced and delivered to the State as hereinafter provided.

Contact persons: Should Proposers have any questions concerning the specific Proposal specifications contained in this Request for Proposals, they should address such questions to either Anthony A. J. Trouern-Trend, Supervisor of Statute Revision (Tel. No. 860.240.8410, email address: anthony.trouern-trend@cga.ct.gov), or Arthur S. Donovan, Assistant Supervisor of Statute Revision (Tel. No. 860.240.8410, email address: arthur.donovan@cga.ct.gov). Both the Supervisor of Statute Revision and the Assistant Supervisor of Statute Revision are nonpartisan employees of the LCO. In addition, Proposers should direct technical questions concerning the preparation of the browseable HTML version of the 2006 Supplement to Paul Alderucci, Project Manager, Information Technology Services (Tel. No. 860.240.0515, email address: paul.alderucci@cga.ct.gov).

II. PROJECT SPECIFICATIONS AND DEADLINES

The Contract for composition of the electronic pages and preparation of the browseable HTML version of the 2006 Supplement will be from the date of award through March 31, 2006.

The specific production timetable will be determined from the actual delivery date of the Word files and manuscript copy by the LCO to the Contractor. It is expected that such delivery will occur between November 28, 2005, and December 7, 2005.

A. MATERIALS TO BE DELIVERED BY THE STATE:

(a) The State shall deliver the following materials to the Contractor to enable it to perform under the Contract:

(1) Microsoft Word 2000 files (hereinafter referred to as "Word files") containing representative samples of the General Statutes of Connecticut, revised to January 1, 2005, 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. The Contractor may access examples of all material to be composed pursuant to this Request for Proposals on the General Assembly's FTP site at <ftp://ftp.cga.state.ct.us/pub/statutes/2006%20Supplement%20RFP%20Composition%20and%20Printing%20Examples/>;

(2) One (1) set of the *official* General Statutes of Connecticut, revised to January 1, 2005, for style, format and appearance purposes, if requested to do so by the Contractor;

(3) Production Word files to be computer composed by the Contractor into electronic pages in accordance with the composition requirements set out in this Request for Proposals;

(4) Manuscript copy of certain miscellaneous pages to be prepared and composed by the Contractor into electronic pages;

(5) Marked up proofs, printouts or manuscript copy of any tables or forms contained in the 2006 Supplement that may need to be adjusted or reportioned by the Contractor;

(6) Marked up proofs, printouts or manuscript copy of any author's alterations and corrections that may be required by the State;

(b) All production Word files of data, printouts and manuscript copy shall be delivered by the State in accordance with Work and Production Schedules agreed to by the State and the Contractor;

(c) It is expected that the production Word files mentioned above will be delivered to the Contractor between November 28, 2005, and December 7, 2005.

Note: Since it will not be possible to determine where each volume will break until the main contents of all volumes has been composed, the state will not deliver the Word files for the spines, covers and Tables of Contents to the Contractor until such information becomes available.

B. SERVICES AND PRODUCTS REQUIRED BY THE STATE: The State will require the Contractor to provide the following:

(a) Electronic pages of the 2006 Supplement, except for the Index pages which are not part of this Request for Proposals. It is anticipated that the 2006 Supplement will be divided into three (3) volumes, each containing approximately one thousand (1,000) pages; and

(b) A browseable HTML version of the 2006 Supplement for use on the General Assembly's internal and external web sites.

See "WORK TO BE PERFORMED BY THE CONTRACTOR" for a detailed description of the various services and products required by the State in connection with the preparation of the electronic pages and the browseable HTML version of the 2006 Supplement.

C. WORK TO BE PERFORMED BY THE CONTRACTOR: The Contractor shall perform the following:

(a) All necessary software development, including the translation of the State's composition codes and formatting commands, required to compose the Word files of the 2006 Supplement, delivered by the State, into electronic pages, as provided for in this Request for Proposals. The Contractor shall submit sample electronic pages to the State for approval, and shall not produce the final electronic pages until the sample pages have been approved in writing by the State;

(b) Assist the State in determining where each volume shall break so as to achieve, to the extent possible, three (3) volumes, each containing approximately one thousand (1,000) pages;

(c) Prepare and deliver to the State electronic pages, in accordance with the composition requirements specified in this Request for Proposals, of the following elements of the 2006 Supplement delivered to the Contractor by the State in the form of Word files or as manuscript copy:

(1) Tables of Contents for each volume (estimated 15 pages total);

(2) Constitutional Documents annotations to the United States Constitution, and the Amendments thereto, and the Constitution of the State of Connecticut, and the Amendments thereto (estimated 25 pages);

(3) General Statutes sections, from Titles 1 to 55, inclusive, to be published in the 2006 Supplement (estimated 3000 pages);

(4) Reference Tables (estimated 25 pages);

(5) Miscellaneous Pages consisting of Title Pages, "Authority" page, "Cite as" pages, "Copyright" pages, "Effective Dates" pages, and various other divider pages (estimated 15 pages total);

(6) Preface (estimated 5 pages);

(7) Spines and covers for each volume (estimated 6 pages).

The Contractor shall charge the State for such electronic pages in accordance with the applicable prices proposed;

(d) The preparation of electronic pages from manuscript copy supplied by the State of certain miscellaneous pages to be published in the 2006 Supplement. The Contractor shall charge the State for such electronic pages in accordance with the applicable prices proposed;

(e) Adjust and/or reportion, where necessary, the format or layout of certain tables or forms as required by the State. The Contractor shall charge the State for such adjustment and/or reportioning in accordance with the applicable prices proposed;

(f) Carry out all author's alterations and corrections which the State may require. The Contractor shall charge the State for carrying out such author's alterations and corrections in accordance with the applicable prices proposed;

(g) Deliver to the State proof PDF files (with fonts and images imbedded) of all electronic pages generated pursuant to this Request for Proposals. These proof electronic pages shall include trim lines and crop marks for proofing purposes. The State may request that the trim lines and crop marks be removed prior to the composition of the final production electronic pages. The State will print and proof such electronic pages in the LCO ;

(h) Deliver to the State, or as the State may direct, the electronic pages, incorporating all author's alterations and corrections, provided for under this Request for Proposals, as follows:

(1) Electronic pages -- in not more than **two (2) calendar weeks** from receipt of the State's production Word files or manuscript copy;

(2) Author's alterations and corrections - - in not more than **five (5) calendar days** from receipt of the State's marked up copy;

(3) Spines, covers, and Tables of Contents -- in not more than **five (5) calendar days** from receipt of the State's production Word files or manuscript copy.

The State and the Contractor may establish mutually agreeable schedules for delivery to the State of batches of the electronic pages provided for under this Request for Proposals

(i) Prepare and deliver to the State a browseable HTML version of Titles 1 to 55, inclusive, of the 2006 Supplement, using the coded files prepared by the Contractor for the composition of the electronic pages of said Titles, as follows:

(1) The Contractor shall: (A) Replicate the style, format, and coding of the browseable HTML version of the General Statutes of Connecticut, revised to January 1, 2005, as currently available on the General Assembly's internal and external web sites (See Section **VI. ENCLOSURES AND SAMPLES**, below, for link to said browseable HTML version); (B) provide for no point size changes in the data when displayed; (C) ensure that the browseable HTML version of the 2006 Supplement may be copied directly from CD-ROM or other media to the General Assembly's internal and external web sites without any file directory or HTML manipulation; and (D) ensure that the browseable HTML version of the 2006 Supplement is compatible with both Internet Explorer and Netscape;

(2) The Contractor shall deliver the browseable HTML version of the 2006 Supplement in not more than **four (4) calendar weeks** from acceptance of the electronic pages by the State;

(3) The Contractor shall charge the State for the browseable HTML version of the 2006 Supplement in accordance with the applicable prices proposed.

All electronic pages and the browseable HTML version of the 2006 Supplement provided for under this Request for Proposals shall be delivered to the Legislative Commissioners' Office, Room 5500, Legislative Office Building, 300 Capitol Avenue, Hartford, CT 06106-1591, or to such other address as the State may designate. **The cost of transportation, including express air transportation, shall be included in the applicable prices proposed.**

D. CONTRACTOR'S GUARANTEES: The Contractor hereby agrees and guarantees:

(a) To perform the Contract awarded pursuant to this Request for Proposals in accordance with the specifications and terms and conditions set out in this Request for Proposals;

(b) To indemnify, defend and save harmless the State of Connecticut, its officers, agents and employees from any and all claims and losses, including contractual, casualty and workers' compensation claims, accruing or resulting to any and all persons, firms or corporations as a result of any injury or damage caused by the Contractor in the performance of the Contract awarded pursuant to this Request for Proposals;

(c) To exercise normal care and diligence in the preparation and production of the electronic pages and the browseable HTML version of the 2006 Supplement provided for in this Request for Proposals and to inspect same for machine malfunctions and program errors, and to correct any errors so identified within the applicable delivery times provided for in this Request for Proposals, and if the State identifies any errors created or caused by the Contractor, the Contractor will correct such errors at no cost to the State;

(d) That all electronic pages and the browseable HTML version of the 2006 Supplement delivered to the State pursuant to this Request for Proposals shall be of good quality and free of errors and defects, except that any errors contained in the production Word files delivered by the State to the Contractor need not be corrected unless specifically requested by the State;

(e) That it will remake any defective electronic pages that may be rejected by the State at no additional cost to the State. The term "defective electronic page" shall include, but shall not be limited to, any electronic page that does not meet the specifications contained in this Request for Proposals;

(f) That it will, at its own expense, correct any errors which it may create through machine malfunction, program error or otherwise which the State may discover before or after the electronic pages provided for in this Request for Proposals have been used by the State's printer in the preparation of the printed copies of the affected volume or volumes, and that if it is not reasonably possible for the State's printer to effect any such correction due to the status of production of the 2006 Supplement, then 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.

(It is anticipated that the print run for each volume of the 2006 Supplement will be approximately five thousand five hundred 5,500 copies);

(g) To perform all work and make all deliveries of services and products as provided for in this Request for Proposals and in accordance with any Work and Production Schedules mutually agreed upon by the State, or its designee, and the Contractor;

(h) To return all materials delivered by the State to the Contractor pursuant to this Request for Proposals in good condition upon completion of the services provided for in this Request for Proposals.

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 reasonable careful owner of similar material.

F. DELIVERY AND LIQUIDATED DAMAGES FOR LATE DELIVERY: (a) Delivery shall be made as ordered and in accordance with this Request for Proposals;

(b) 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 State, to complete the furnishing and delivery of the electronic pages and the browseable HTML version of the 2006 Supplement as called for in this Request for Proposals within the times required, the State 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 two hundred fifty dollars (\$250.00) 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 awarded pursuant to this Request for Proposals, the deduction to be made or the sum to be recovered as liquidated damages.

G. PASSING OF TITLE: Title to and possession of the electronic pages and the browseable HTML version of the 2006 Supplement provided for under this Request for Proposals shall pass to the State of Connecticut upon delivery of same to the Legislative Commissioners' Office, Room 5500, Legislative Office Building, 300 Capitol Avenue, Hartford, CT 06106-1591 or upon delivery to such other address as may be designated in writing by the State.

H. USE BY CONTRACTOR OF MATERIALS DELIVERED BY THE STATE: 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 browseable HTML version of the 2006 Supplement provided for under this Request for Proposals without the prior written consent of the Legislative Commissioners, or their designee, on behalf of the State.

III. COMPOSITION REQUIREMENTS

The following are the style, format, composition codes and rules applicable to the composition of the 2006 Supplement into electronic pages.

1. DEFINITIONS:

As used in these “COMPOSITION REQUIREMENTS” the following terms shall have the following meanings unless the context otherwise requires:

(a) “Volume” or “volumes” means one or more volumes of the printed 2006 Supplement;

(b) “General Statutes” means Titles 1 to 55, inclusive, to the extent they are included in the 2006 Supplement;

(c) “Constitutional Documents” means the United States Constitution, and the Amendments thereto, and the Constitution of the State of Connecticut, and the Amendments thereto to the extent they are included in the 2006 Supplement;

(d) “Tables of Contents” means the Tables of Contents which will be printed at the beginning of each volume of the 2006 Supplement;

(e) “Reference Tables” means the Reference Tables which will be printed in the third volume of the 2006 Supplement;

(f) “Miscellaneous Pages” means the Title Pages, “Authority” page, “Cite as” pages, “Copyright” pages, “Effective Dates” pages, and various divider pages which will be printed in one or more volumes of the 2006 Supplement;

(g) “Preface” means the Preface which will be printed in the first volume of the 2006 Supplement;

(h) “2006 Supplement” means the Tables of Contents, the Constitutional Documents, the General Statutes, the Reference Tables, the Miscellaneous Pages and the Preface, all as defined above and when referred to collectively;

Note: The 2006 Supplement Index, which will be printed in the third volume **is not part** of this Request for Proposals. The Reference Tables which will also be printed in the third volume **are part** of this Request for Proposals;

(i) “Spines and covers” means the spines and covers for each volume of the 2006 Supplement.

2. REPROPORTIONING OF DATA OR TEXT:

All data or text supplied by the State to the Contractor in the form of Word files must be reportioned by the Contractor so as to meet the page specifications described in this Request for Proposals.

3. STYLE AND FORMAT:

The style and format of the 2006 Supplement shall be generally the same as for the *official* General Statutes of Connecticut, revised to 2005, except in those areas unique to the 2006 Supplement. See sample volumes accompanying this Request for Proposals for general style and format.

4. GENERAL PAGE SPECIFICATIONS:

The following are the general page specifications for the 2006 Supplement:

(a) Font: Times Roman. **Font must distinguish between a lower case “L” and the Arabic numeral “1”;**

(b) Face: Roman, except as otherwise coded for bold or italic;

(c) Point size: 10, except as otherwise coded;

(d) Leading: 11, except as otherwise coded;

(e) Running heads: See specifications below for the various sections of the 2006 Supplement;

(f) Running foot: All pages, both recto and verso, will carry the centered running foot “**2006 SUPPLEMENT TO THE GENERAL STATUTES**”, set 8/9 bold, and separated from the text above by approximately 12 points of leading. On those pages which 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 State’s Word files and must be inserted by the Contractor;**

(g) Print area/box, including running head and running foot: 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;

(h) Definitions: See “**1. DEFINITIONS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(i) Reportioning of data or text: See “**2. REPROPORTIONING OF DATA OR TEXT**” within these “**COMPOSITION REQUIREMENTS**” for details;

(j) Style and format: See “**3. STYLE AND FORMAT**” within these “**COMPOSITION REQUIREMENTS**” for details; and

(k) Electronic pages: See “**5. ELECTRONIC PAGES**” within these “**COMPOSITION REQUIREMENTS**” for details.

5. ELECTRONIC PAGES:

All electronic pages prepared pursuant to this Request for Proposals shall be, when printed, in the form of single pages measuring not less than 60 picas long by not less than 36 picas wide. There shall be top and bottom margins of at least 4.5 picas each of white space 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. **Note: Contractor shall include trim lines and crop marks for proofing purposes. The State may request that the trim lines and crop marks be removed prior to composition of the final production electronic pages.**

6. TABLES OF CONTENTS:

(a) **General Page Specifications:** See “**4. GENERAL PAGE SPECIFICATIONS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(b) **Composition Coding and Formatting Commands:** In preparing the Word files of the Tables of Contents, the State has used certain composition codes and formatting commands. See “**11. COMPOSITION CODING AND FORMATTING COMMANDS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(c) **Electronic pages:** See “**5. ELECTRONIC PAGES**” within these “**COMPOSITION REQUIREMENTS**” for details;

(d) **Running head:** Running head = “CONTENTS” set 8/9 roman on each page except first page which has no running head. **The running head is not included in the State’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;

(e) **Folios:** Folios = lower case roman, centered at the foot of each page and separated from the text by approximately 12 points of leading;

(f) **Column headings:** Column headings = set 8/9 roman as follows:

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:”;

(g) **Sample Pages:** See sample volumes accompanying this Request for Proposals.

7. CONSTITUTIONAL DOCUMENTS, if any, and GENERAL STATUTES:

(a) **General Page Specifications:** See “**4. GENERAL PAGE SPECIFICATIONS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(b) **Composition Coding and Formatting Commands:** In preparing the Word files of the Constitutional Documents, if any, and the General Statutes, the State has used certain composition codes and formatting commands. See “**11. COMPOSITION CODING AND FORMATTING COMMANDS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(c) **Electronic pages:** See “**5. ELECTRONIC PAGES**” within these “**COMPOSITION REQUIREMENTS**” for details;

(d) **Running heads for the Constitutional Documents, if any:** 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, and the Amendments to the Constitution of the State of Connecticut. The pages without running heads are all recto pages. For all other pages of the Constitutional Documents the running heads are as follows, both recto and verso:

For the Constitution of the United States:

CONSTITUTION OF THE UNITED STATES

For the Amendments to the Constitution of the United States:

AMENDMENTS TO THE
CONSTITUTION OF THE UNITED STATES

For the Constitution of the State of Connecticut:

CONSTITUTION OF THE STATE OF CONNECTICUT

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

AMENDMENTS TO THE
CONSTITUTION OF THE STATE OF CONNECTICUT

The running heads are not included in the State’s Word files and must be inserted by the Contractor.

(e) **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. The pages without running heads are all recto pages. For all other pages the recto running head picks up the last new Chapter number and its heading appearing on the previous page, or, the first new Chapter number and its heading appearing on the recto page, and the folio. For example:

Ch. 3 PUBLIC RECORDS: GENERAL PROVISIONS 239

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:

228 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 State’s Word files and must be extracted from the “A” Documents and “D” Documents (See “(g) Document types”, below), and inserted by the Contractor;

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

(g) **Document types:** The Constitutional Documents, if any, 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, if any, and each General Statutes Title heading document. The Constitutional Document headings, if any, must be picked up as the running heads for both recto and verso pages. The General Statutes Title number and heading must be picked up 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, if any. The Article heading is not picked up as a running head in the case of the Constitutional Documents, if any, 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, if any;

“**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, if any;

“**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 below within these “COMPOSITION REQUIREMENTS” under the caption “Condition codes”.

The relationships between these various document types are set out below within these “COMPOSITION REQUIREMENTS” under the caption “Keeps and Releases”;

(h) **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 Request for Proposals. The relationships between the various condition codes are set out below within these “COMPOSITION REQUIREMENTS” under the caption “Keeps and Releases”:

“**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, if any) 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, if any, to denote annotations) contain the following condition codes:

+L controls source line text in the General Statutes and annotations in the Constitutional Documents, if any. 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.

The relationships between the various document types and condition codes listed above are set out below within these “COMPOSITION REQUIREMENTS” under the caption “Keeps and Releases”.

(i) **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):

(1) +A and +B conditions - - keep together on same page;

(2) +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;

(3) +A and +B and +V conditions - - same rule as in (2) above;

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

(1) +D and +E conditions - - keep together on same page;

(2) +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;

(3) +D and +E and +V conditions - - same rule as in (2) 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. **Note:** 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):

(1) +F and +G conditions - - keep together on same page;

(2) +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;

(3) +F and +G and +V conditions – same rule as in (2) 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. **Note:** 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):

- (1) +H and +I conditions - - keep together on same page;
- (2) +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;
- (3) +H and +I and +V conditions - - same rule as in (2) 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. **Note:** 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):

- (1) 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;
- (2) 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;
- (3) 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;

(j) **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;

(k) **Sample pages:** See Constitutional Documents pages and General Statutes pages in sample Volume 1 accompanying this Request for Proposals.

8. REFERENCE TABLES:

(a) **General Page Specifications:** See “**4. GENERAL PAGE SPECIFICATIONS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(b) **Composition Coding and Formatting Commands:** See “**11. COMPOSITION CODING AND FORMATTING COMMANDS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(c) **Electronic pages:** See “**5. ELECTRONIC PAGES**” within these “**COMPOSITION REQUIREMENTS**” for details;

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

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

(f) **Style of Reference Table:** The State will supply Word files for the Reference Tables: Set 8/9 roman. Each page to contain two (2) double columns of data separated by vertical rule lines. Each double column shall be no more than 14 picas wide;

(g) **Vertical rule lines:** The vertical rule lines referred to above are not included in the State’s Word files **and must be inserted by the Contractor;**

(h) **Sample Reference Tables:** See sample Volume 16 accompanying this Request for Proposals, pages 838 to 853, inclusive. **As stated above, the State’s Word files do not include the running heads, or the vertical rule lines.**

9. MISCELLANEOUS PAGES and PREFACE:

(a) **General Page Specifications:** See “**4. GENERAL PAGE SPECIFICATIONS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(b) **Composition Coding and Formatting Commands:** In preparing the Word files of the Miscellaneous Pages and the Preface, the State has used certain composition codes and formatting commands. See “**11. COMPOSITION CODING AND FORMATTING COMMANDS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(c) **Electronic pages:** See “**5. ELECTRONIC PAGES**” within these “**COMPOSITION REQUIREMENTS**” for details;

(d) **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 State’s Word file of the Preface and must be inserted by the Contractor;**

(e) **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;

(f) **Sample pages:** See **Miscellaneous** pages and **Preface** in sample Volume 1 accompanying this Request for Proposals.

10. SPINES AND COVERS:

The spines and covers shall be very similar to the spines and covers of the *official* General Statutes of Connecticut, revised to January 1, 2005. The State will provide the Contractor with the spines and covers for the 2006 Supplement as Word files or as manuscript copy. See sample volumes accompanying this Request for Proposals.

11. COMPOSITION CODING AND FORMATTING COMMANDS:

(a) **Composition Coding and Formatting Commands:** The State has used some or all of the following composition coding and formatting commands in the preparation of the Word files of the 2006 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 of the 2006 Supplement as required by this Request for Proposals;

(b) **Composition coding:** The following composition codes are high-lighted in the State’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;
- ^--^ or ^DM^** = em dash codes. These codes instruct the typesetter to insert an em dash in the current point size. **Note:** If the typesetter encounters two hyphens (--) together they must also compose as an em 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 insert 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 quoting:** 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 to instruct the typesetter not to set the text which lies between them;

(c) **Word 2000:** The Word files for the 2006 Supplement were prepared using Word 2000, and in addition to the composition codes listed above, the 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 and subscripts, etc. Normal Word 2000 formatting has been used (e.g. justifying and centering text). The files also include Word 2000 subscripts, bolding, italics, underscoring, etc. It is the Contractor's responsibility to identify all composition codes and Word 2000 special characters and symbols, formatting commands, etc., and to interpret them correctly in the preparation of the electronic pages provided for under this Request for Proposals. The font used by the State in maintaining the files is 12 point Courier New.

IV. PROPOSER'S QUALIFICATIONS

(a) **Specific qualifications of Proposer:** Since the Proposer's proven ability to compose electronic pages and produce browseable HTML format documents, as required by this Request for Proposals, in an accurate, timely, confidential and efficient manner is the most important factor, other than price, to be considered by the State in awarding the Contract, the Contractor shall meet the following qualifications:

(1) **Years of experience:** Five (5) or more years successful experience in composing electronic pages and producing browseable HTML format documents similar in quantity and complexity to those required by this Request for Proposals, as owner of, partner in or operator of a business or businesses providing such services;

(2) **Number of fulltime employees:** Employ in house at the Contractor's central location or place of business, throughout the term of the Contract, not less than six (6) full-time, fully trained professional and/or technical employees experienced in all aspects of composing electronic pages and preparing browseable HTML format documents, as required by this Request for Proposals, in an accurate, timely and confidential manner;

(3) **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 State and at which he and his employees will carry out the services specified in this Request for Proposals, so as to insure availability during normal business hours, security for the Word files and materials delivered by the State, compliance with the required delivery schedules, quality assurance and confidentiality.

(b) **Evidence of Proposer's qualifications:** To further enable the State to determine the Proposer's qualifications to carry out the services specified in this Request for Proposals in an accurate, timely and confidential manner, the Proposer shall provide the following with his Proposal:

(1) **Experience:** Evidence that he has successfully carried out similar work of a similar size and complexity in the past;

(2) **References:** A list of at least three references with whom the State may check as to the Proposer's ability to carry out such services in an accurate and timely manner;

(3) **Equipment:** A description of the Proposer's computer hardware and software which would be used in carrying out such services;

(4) **Personnel:** The number of the Proposer's personnel who would be directly involved in carrying out such services, and which of such personnel, if any, are subcontractors; and

(5) **Qualifications:** Evidence that Proposer's computer hardware, software and personnel are qualified and able to carry out such services in an accurate and timely manner.

The State may waive any or all of these requirements in the case of a Proposer who has satisfactorily prepared camera-ready copy and/or electronic pages for at least three (3) previous editions of the *official* General Statutes of Connecticut and has satisfactorily prepared browseable HTML versions of at least two (2) previous editions of the *official* General Statutes of Connecticut.

While pricing will be a major factor in the awarding of the Contract, experience and ability to complete the services specified in this Request for Proposals in an accurate, timely and confidential manner will be important considerations as well.

V. ONSITE INSPECTIONS BY THE STATE

(a) The State reserves the right at any time prior to the award of the Contract to inspect the Proposer's place of business where the services and products required by this Request for Proposals would be performed or prepared, for the purpose of ascertaining the Proposer's ability to carry out and supply those services and products; and

(b) The State reserves the right at any time during the performance of the Contract to inspect the Contractor's place of business where the services and products required by this Request for Proposals are being performed or prepared, for the purpose of ascertaining compliance with the terms of the Contract.

VI. ENCLOSURES AND SAMPLES

Enclosed with this Request for Proposals are sample copies of Volume 1 and Volume 16 of the *official* General Statutes of Connecticut, revised to January 1, 2005.

The production Word files and the PDFs which were used in the production of the *official* General Statutes of Connecticut, revised to January 1, 2005, are available on the General Assembly's FTP site. Proposers wishing to examine same should go to <ftp://ftp.cga.state.ct.us/pub/statutes/2006%20Supplement%20RFP%20Composition%20and%20Printing%20Examples/>. For technical information please contact Paul Alderucci, Project Manager, Information Technology Services (Tel. No. 860.240.0515, email address: paul.alderucci@cga.ct.gov).

The browseable HTML version of the General Statutes of Connecticut, revised to January 1, 2005, is available online at <http://www.cga.ct.gov/2005/pub/titles.htm>.

VII. SUBMISSIONS

The Proposer must include the following with his Proposal:

(1) **Pricing page:** All requested pricing on the Proposer's charges page under section IX, below, completed in ink or by typewriter;

(2) **Proposal page:** **PROPOSAL** page, completed in ink or by typewriter, and signed in ink;

(3) **Evidence of Proposer's qualifications:** All evidence required under section IV, above.

VIII. RESPONDING TO THIS REQUEST FOR PROPOSALS

No proposer responding to this Request for Proposals shall make the charges proposed herein subject to the acceptance by the State of the charges proposed in any other Request for Proposals, unless the State, in writing, specifically requests the proposer to do so.

IX. PROPOSER'S CHARGES
FOR THE SERVICES REQUIRED BY THIS
REQUEST FOR PROPOSALS

(To be completed by the Proposer in ink or by typewriter)

(The Proposer shall set out below his charges for the various services required under this Request for Proposals in connection with composing and delivering the electronic pages and preparing and delivering the browseable HTML version of the 2006 Supplement.

NOTE: Prices proposed below **shall include** all charges for programming, testing, composition, labor and materials, and transportation or shipping.)

(a) Composition of electronic pages from Word files of:

Tables of Contents (estimated 15 pages):	\$ _____ per page
Constitutional Documents and General Statutes (estimated 3,025 pages):	\$ _____ per page
Reference Tables (estimated 25 pages):	\$ _____ per page
Miscellaneous Pages (estimated 15 pages):	\$ _____ per page
Preface (estimated 5 pages):	\$ _____ per page
Spines and covers (estimated 6 pages):	\$ _____ per page

(b) Adjustment of tables and forms: \$ _____ per page

(c) Author's alterations and corrections: \$ _____ per line

(d) Recomposition or re-running of pages
made necessary by adjustment of tables
and forms, author's alterations, corrections, etc.: \$ _____ per page

(e) Non-automated type composition:

Input from State's manuscript:	\$ _____ per line
Production of electronic pages:	\$ _____ per page

(f) Preparation and delivery of browseable
HTML version of the 2006 Supplement: \$ _____

(g) Proposer's standard rates for any related
services not covered above:

PROPOSAL

See Section **IX. – PROPOSER'S CHARGES FOR THE SERVICES REQUIRED BY THIS REQUEST FOR PROPOSALS.**

Please attach completed pricing section IX of this Request for Proposals to this PROPOSAL page, and submit as your proposal.

The standard CGA payment terms are net 45 days. Please indicate any early payment discount terms that would be applicable to this project: _____% Discount, _____Days.

Vendors who are downloading this RFP off of the DAS Portal site may obtain the Vendor Profile and W-9 forms at the following website address:

[http://www.das.state.ct.us/Purchase/Info/Vendor_Profile_Form_\(SP-26NB\).pdf](http://www.das.state.ct.us/Purchase/Info/Vendor_Profile_Form_(SP-26NB).pdf)

The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish the services to the General Assembly provided for in this Request for Proposals at the prices proposed therein.

COMPANY * _____

ADDRESS _____

SIGNATURE** _____

NAME (Printed) _____ TITLE _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER _____

TELEPHONE NUMBER _____ FAX NUMBER _____

DATE _____

*Please include the following Vendor Profile Form and W-9 with your response.

**A corporate resolution or notarized proof of authorization indicating authority to submit this proposal on behalf of the company is a required submission for this proposal. Failure to submit this documentation may be cause for rejection.

ATTACHMENT C

2005 CGS COMPOSITION AND HTML VERSION PRICING

	ADVANCED PRINTING SERVICES	DARBY PRINTING COMPANY	PORT CITY PRESS
Composition of Electronic Pages:*			
Table of Contents Per Page (165 pgs)	\$5.00	\$6.00	\$2.75
Constitution and General Statutes Per Pg (14,360 pgs)	\$5.00	\$5.50	\$2.25
Reference Tables Per Page (845 pgs)	\$5.00	\$6.00	\$2.75
Miscellaneous Pages Per Page (50 pgs)	\$5.00	\$6.00	\$2.75
Preface Per Page (5 pgs)	\$5.00	\$6.00	\$2.75
Spines and Covers Per Page (32 pgs)	\$5.00	\$6.00	\$6.50
Tables/Forms Adjustment Per Line	\$2.00	\$3.00	\$2.00
Author's Alterations/Corrections Per Line	\$2.00	\$3.00	\$1.70
Recomposition of Corrected Pages, Per Page	\$5.00	\$5.25	\$2.00
Non-automated Type Composition:			
Input from State's Manuscript Per Line	\$2.00	\$5.25	\$2.00
Production of Electronic Pages Per Page	\$5.00	\$6.00	\$2.75
Preparation and Delivery of Browsable (HTML) CGS*	\$77,285.00	\$3,800	\$15,000
Other Services Per Hour	No Charge	\$95.00	\$49.50
*TOTAL PRICE FOR COMPOSITION/HTML (EST):	\$154,570.00	\$89,362.00	\$50,446.75

Port City Press is the Awarded Vendor

ATTACHMENT D

RFP ANALYSIS: COMPOSITION OF 2006 CGS SUPPLEMENT AND HTML VERSION

	APEX PUBLISHING	PORT CITY PRESS
Composition of Electronic Pages:*		
Table of Contents Per Page (15 pgs)	\$2.85	\$2.40
Constitution and General Statutes Per Pg (3,025) pgs)	\$2.85	\$2.40
Reference Tables Per Page (25 pgs)	\$2.85	\$2.40
Miscellaneous Pages Per Page (15 pgs)	\$2.85	\$2.40
Preface Per Page (5 pgs)	\$2.85	\$2.40
Spines and Covers Per Page (6 pgs)	\$2.85	\$6.50
Tables/Forms Adjustment Per Page	\$2.85	\$2.00
Author's Alterations/Corrections Per Line	\$0.90	\$1.70
Recomposition of Corrected Pages, Per Page	No Charge	\$2.00
Non-automated Type Composition:		
Input from State's Manuscript Per Line	\$.25 per line (a)	\$2.00
Production of Electronic Pages Per Page	\$2.85	\$2.40
Preparation and Delivery of Browsable (HTML) CGS*	\$6,250 (b)	\$3,750
Other Services Per Hour	No Charge	\$49.50
*TOTAL PRICE FOR COMPOSITION/HTML (EST):	\$15,059.35	\$11,193.00

- (a) Apex quoted \$1.00 per 1,000 keystrokes in their original proposal, and were requested to provide per line pricing as stipulated.
- (b) Apex quoted \$.60 per 1,000 characters in their original proposal, and were requested to provide a total price as stipulated; the \$6,250 quote was provided as a "not to exceed" figure.

Port City Press is the Awarded Vendor

The Connecticut General Assembly

Joint Committee on Legislative Management

Donald E. Williams, Jr.
Senate President Pro Tempore

Martin M. Looney, *Senate Majority Leader*
Louis C. DeLuca, *Senate Republican Leader*

D'Ann Mazzocca, Ph.D.
Executive Director



James A. Amann
Speaker of the House

Christopher G. Donovan, *House Majority Leader*
Robert M. Ward, *House Minority Leader*

REQUEST FOR PROPOSAL

COMPOSITION AND HTML VERSIONS OF THE *OFFICIAL* GENERAL STATUTES OF CONNECTICUT, REVISED TO JANUARY 1, 2007 AND THE 2008 SUPPLEMENT TO THE GENERAL STATUTES

LEGISLATIVE COMMISSIONERS' OFFICE

CONNECTICUT GENERAL ASSEMBLY

Sealed proposals will be received by the Joint Committee on Legislative Management in Room 5100 at the Legislative Office Building, Hartford, Connecticut for providing the Connecticut General Assembly with the goods and/or services listed herein by the date and time cited below.

DATE: August 28, 2006

TIME: 5:00 p.m.

Issued July 26, 2006

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ATTACHMENT G, PROPOSAL PRICING PAGE FOR THE 2008 SUPPLEMENT COMPOSITION AND BROWSEABLE HTML VERSION

VENDOR PROFILE FORM

W-9 FORM

PART 1 GENERAL INFORMATION

1.1 Executive Summary

The Connecticut General Assembly (CGA) is the legislative branch of government of the State of Connecticut. Through statutory enactments, the Joint Committee on Legislative Management (JCLM) is responsible for the coordination and management of legislative affairs and the supervision and approval of any and all legislative expenditures.

The JCLM is comprised of the top legislative leaders from each political party and works through a subcommittee system. The Personnel Policies Subcommittee is comprised of the President Pro Tempore of the Senate, the Speaker of the House of Representatives, and the Majority and Minority Leaders of each chamber. The Subcommittee is responsible for establishing legislative personnel policies, guidelines, regulations, and salary schedules, and also approves legislative expenditures exceeding \$50,000.

The Legislative Commissioners' Office (hereinafter referred to as the "LCO") is a nonpartisan office whose legal staff is responsible for drafting and reviewing all bills, amendments and resolutions coming before the General Assembly. This office is also responsible for publishing the public and special acts of each session, codifying the public acts, revising the *official* General Statutes of Connecticut and publishing the same at the beginning of each odd-numbered year, and publishing a Supplement thereto at the beginning of each even-numbered year.

1.2 Terminology

As used herein, the following terms shall have the following meanings unless otherwise required by the context:

- (a) "Commission" - Commission on Human Rights and Opportunities;
- (b) "Contract" - Agreement signed by parties to formalize the acceptance by the state of an offer of a proposer to furnish the services described herein at the stated prices in response to the request for proposals;
- (c) "Proposer" - Any individual, firm or corporation to whom a contract is awarded based on a proposal submitted;
- (d) "JCLM" - Joint Committee on Legislative Management, through the office of Legislative Management;
- (e) "LCO" - Legislators Commissioners' Office;
- (f) "OLM" - Office of Legislative Management;

- (g) “Proposal” - Offer submitted in response to this request for proposals, to furnish the services described herein to the state, under the prescribed conditions at the stated prices;
- (h) “Proposer” - Person, firm or corporation submitting a proposal in response to a request for proposals;
- (i) “RFP” - Request for proposal;
- (j) “State” - The Connecticut General Assembly acting by and through the Executive Director of the Office of Legislative Management;
- (k) “CCR” - Campaign Contribution Restrictions

1.3 Contact Information

Mail: Attention: Linda J. Voghel
 Office of Legislative Management
 Suite 5100 Legislative Office Building
 Hartford, CT 06106-1591

Email: linda.voghel@cga.ct.gov

Telephone: (860) 240 – 0100 **Fax:** (860) 240 – 0122

PART 2 PROJECT SCOPE

2.1 Overview

The Joint Committee on Legislative Management, through the Office of Legislative Management (JCLM) requires the following: Composition services for both the 2007 *official* General Statutes of Connecticut and the 2008 Supplement thereto; and the preparation of browseable HTML versions of both the 2007 *official* General Statutes and the 2008 Supplement thereto.

**2.1.1 Composition of the *Official* General Statutes of Connecticut, revised to January 1, 2007
 Summary of services required by the LCO during November/December 2006:**

- (a) Composition of the *official* General Statutes of Connecticut, revised to January 1, 2007 (hereinafter referred to as the “2007 General Statutes”) from the state’s Word database of the General Statutes. The composition services shall include, but shall not be limited to, the preparation of approximately 15,910 electronic pages (PDF files with all fonts and images embedded) (hereinafter referred to as the “2007 General Statutes electronic pages” or, where the context permits, “electronic pages”) of all data or material delivered by the state. The style and format of the 2007 General Statutes electronic pages shall be the same as the style and format of the *official* General Statutes of Connecticut, revised to

January 1, 2005. The 2007 General Statutes electronic pages will be used by the state's printer in the printing of the *official* 2007 General Statutes. The state will require all the 2007 General Statutes electronic pages to be produced over a period of not more than **three (3) calendar weeks**; and

- (b) The preparation of a browseable HTML version of the 2007 General Statutes electronic pages for use on the General Assembly's internal and external web sites. The state will require such browseable HTML version of the 2007 General Statutes to be delivered within **eight (8) calendar weeks** from acceptance of the 2007 General Statutes electronic pages by the state.

All services required hereunder shall be produced and delivered to the state as hereinafter provided.

**2.1.2 Composition of the 2008 Supplement to the *Official* General Statutes of Connecticut, revised to January 1, 2007
Summary of services required by the LCO during November/December 2007:**

- (a) Composition of the 2008 Supplement to the *official* General Statutes of Connecticut, revised to January 1, 2007 (hereinafter referred to as the "2008 Supplement") from the state's Word database of the General Statutes. The composition services shall include, but shall not be limited to, the preparation of approximately 2,700 electronic pages (PDF files with all fonts and images embedded) (hereinafter referred to as the "2008 Supplement electronic pages" or, where the context permits, "electronic pages") of all data or material delivered by the state. The 2008 Supplement electronic pages will be used by the state's printer in the printing of the 2008 Supplement. The state will require all the 2008 Supplement electronic pages to be produced over a period of not more than **two (2) calendar weeks**; and
- (b) The preparation of a browseable HTML version of the 2008 Supplement electronic pages for use on the General Assembly's internal and external web sites. The state will require such browseable HTML version of the 2008 Supplement to be delivered within **four (4) calendar weeks** from acceptance of the 2008 Supplement electronic pages by the state.

All services required hereunder shall be produced and delivered to the state as hereinafter provided.

2.2 Administrative Requirements

Proposer must explain how their proposal will address the requirements of the JCLM. Since the proposer's proven ability to compose electronic pages and produce browseable HTML format documents, as required by this RFP, in an accurate, timely, confidential and efficient manner is the most important factor, other than price, to be considered by the state in awarding the contract, the proposer shall meet the following qualifications.

2.2.1 Corporate Experience and Knowledge

The proposer must describe and demonstrate the company's experience with providing services similar to those described in this RFP:

- (a) Five (5) or more years successful experience in composing electronic pages and producing browseable HTML format documents similar in quantity and complexity to those required by this RFP, as owner of, partner in or operator of a business or businesses providing such services;
- (b) Employment in house at the proposer's central location or place of business throughout the term of the contract not less than six (6) full-time, fully trained professional and/or technical employees experienced in all aspects of composing electronic pages and preparing browseable HTML format documents, as required by this RFP, in an accurate, timely and confidential manner;
- (c) Maintain an established central location or place of business at which the proposer will keep all Word files and materials delivered by the state and at which he and his employees will carry out the services specified in this RFP so as to insure availability during normal business hours, security for the Word files and materials delivered by the state, compliance with the required delivery schedules, quality assurance and confidentiality.

2.2.2 Evidence of Proposer's Qualifications

To further enable the state to determine the proposer's qualifications to carry out the services specified in this RFP in an accurate, timely and confidential manner, the proposer shall provide the following with his proposal:

- (a) Evidence that the proposer has successfully carried out similar work of a similar size and complexity in the past;
- (b) A minimum of three (3) references with whom the state may check as to the proposer's ability to carry out such services in an accurate and timely manner, including the following:
 - i. Name, title, address and telephone number of reference;
 - ii. Overview of the project;
 - iii. Length of the project;
 - iv. Total fees associated with the project.
- (c) A description of the proposer's computer hardware and software which would be used in carrying out such services;
- (d) The number of the proposer's personnel who would be directly involved in carrying out

such services and which of such personnel, if any, are subcontractors; and

- (e) Evidence that the proposer's computer hardware, software and personnel are qualified and able to carry out such services in an accurate and timely manner.

The state may waive any or all of these requirements in the case of a proposer who has satisfactorily prepared electronic pages for at least three (3) previous editions of the *official* General Statutes of Connecticut and has satisfactorily prepared browseable HTML versions of at least two (2) previous editions of the *official* General Statutes of Connecticut.

While pricing will be a major factor in the awarding of this contract, experience and ability to complete the services specified in this RFP in an accurate, timely and confidential manner will be important considerations as well.

2.2.3 Cost

Proposer shall provide a detailed cost breakdown illustrating the cost associated with this project using the forms included in Attachments F and G. Proposer shall also list any additional costs for which reimbursement will be sought in their proposal. All this information must be submitted with the Proposal Pricing Pages included with this RFP in Attachments F and G.

2.3 Technical Requirements

2.3.1 Production Timetables

The specific production timetables for the composition of the 2007 General Statutes electronic pages and the 2008 Supplement electronic pages will be determined from the actual delivery date of the Word files and manuscript copy for each publication by the LCO to the contractor.

Delivery by the LCO of the materials for the 2007 General Statutes is expected to occur between **November 3, 2006, and December 1, 2006.**

Delivery by the LCO of the materials for the 2008 Supplement is expected to occur between **November 24, 2007, and December 8, 2007.**

The specific production timetables for the preparation of the HTML version of the 2007 General Statutes and the HTML version of the 2008 Supplement will be determined from the date of acceptance by the state of the 2007 General Statutes electronic pages and the 2008 Supplement electronic pages, as the case may be.

2.3.2 Materials to be Delivered by the State

In 2006 -- Composition and HTML version of the 2007 General Statutes:

The state shall deliver the following materials to the contractor to enable it to compose the 2007 General Statutes electronic pages, and to prepare the HTML version of said electronic pages pursuant to the contract awarded pursuant to this RFP:

(a) Microsoft Word 2003 files (hereinafter referred to as “Word files”) containing representative samples of the *official* General Statutes of Connecticut, revised to 2005, 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. Proposers may access examples of all material to be composed pursuant to this RFP on the General Assembly's FTP site at ftp://ftp.cga.ct.gov/pub/statutes/2007_GS_&_2008_Supp_RFP;

(b) One (1) set of the *official* General Statutes of Connecticut, revised to January 1, 2005, for style, format and appearance purposes, if requested to do so by the contractor;

(c) Production Word files to be computer composed by the contractor into electronic pages in accordance with the composition requirements set out in this RFP;

(d) Manuscript copy of any miscellaneous pages to be prepared and composed by the contractor into electronic pages;

(e) Marked up proofs, printouts or manuscript copy of any tables or forms contained in the 2007 General Statutes that may need to be adjusted or repropotioned by the contractor;

(f) Marked up proofs, printouts or manuscript copy of any author’s alterations and corrections that may be required by the state;

(g) All production Word files of data, printouts and manuscript copy shall be delivered by the state in accordance with Work and Production Schedules agreed to by the state and the contractor.

It is expected that the production Word files of the 2007 General Statutes will be delivered to the contractor between **November 3, 2006, and December 1, 2006.**

In 2007 -- Composition and HTML version of the 2008 Supplement:

The state shall deliver the following materials to the contractor to enable it to compose the 2008 Supplement electronic pages, and to prepare the HTML version of said electronic pages pursuant to the contract awarded pursuant to this RFP:

(a) Microsoft Word 2003 files (hereinafter referred to as “Word files”) containing representative samples of the 2006 Supplement to the General Statutes of Connecticut, revised to January 1,

2005, 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. Proposers may access examples of all material to be composed pursuant to this RFP on the General Assembly's FTP site at [ftp://ftp.cga.ct.gov/pub/statutes/2007_GS_ & 2008_Supp_RFP](ftp://ftp.cga.ct.gov/pub/statutes/2007_GS_&_2008_Supp_RFP);

(b) One (1) set of the 2006 Supplement to the General Statutes of Connecticut, revised to January 1, 2005, for style, format and appearance purposes, if requested to do so by the contractor;

(c) Production Word files to be computer composed by the contractor into electronic pages in accordance with the composition requirements set out in this RFP;

(d) Manuscript copy of any miscellaneous pages to be prepared and composed by the contractor into electronic pages;

(e) Marked up proofs, printouts or manuscript copy of any tables or forms contained in the 2008 Supplement that may need to be adjusted or reportioned by the contractor;

(f) Marked up proofs, printouts or manuscript copy of any author's alterations and corrections that may be required by the state;

(g) One or more Word documents of the Titles Table of Contents and the Tables of Contents for each Title included in the browseable HTML version of the 2008 Supplement in not more than **two (2) weeks** from the acceptance by the state of the electronic pages;

(h) All production Word files of data, printouts and manuscript copy shall be delivered by the state in accordance with Work and Production Schedules agreed to by the state and the contractor.

It is expected that the production Word files of the 2008 Supplement will be delivered to the contractor between **November 24, 2007, and December 8, 2007.**

Note: Since it will not be possible to determine where each volume will break until the main contents of all volumes has been composed, the state will not deliver the Word files for the spines, covers and Tables of Contents to the contractor until such information becomes available.

2.3.3 Services and Products Required by the State

In 2006 -- Composition and HTML version of the 2007 General Statutes:

The state will require the contractor to provide the following:

(a) Electronic pages of the 2007 General Statutes 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 1240 pages;

Volume 2 (includes Table of Contents and Titles 7 and 8) - - estimated 950 pages;

Volume 3 (includes Table of Contents and Titles 9 to 11, inclusive) - - estimated 1190 pages;

Volume 4 (includes Table of Contents and Titles 12 to 13b, inclusive) - - estimated 1270 pages;

Volume 5 (includes Table of Contents and Titles 14 to 16a, inclusive) - - estimated 960 pages;

Volume 6 (includes Table of Contents and Titles 17 to 19a, inclusive) - - estimated 1260 pages;

Volume 7 (includes Table of Contents and Titles 20 to 21a, inclusive) - - estimated 770 pages;

Volume 8 (includes Table of Contents and Titles 22 to 26, inclusive) - - estimated 1330 pages;

Volume 9 (includes Table of Contents and Titles 27 to 32, inclusive) - - estimated 1190 pages;

Volume 10 (includes Table of Contents and Titles 33 to 37, inclusive) - - estimated 1090 pages;

Volume 11 (includes Table of Contents and Titles 38 to 44, inclusive) - - estimated 1370 pages;

Volume 12 (includes Table of Contents and Titles 45 to 50a, inclusive) - - estimated 1150 pages;

Volume 13 (includes Table of Contents and Titles 51 to 55, inclusive) - - estimated 1280 pages;

Volume 14 (Index) - - not part of this RFP;

Volume 15 (Index) - - not part of this RFP; and

Volume 16 (includes Index (not part of this RFP) and Reference Tables) - - estimated 860 Reference Table pages only;

(b) Miscellaneous electronic pages for Volumes 1 to 16 -- estimated 50 pages;

(c) Electronic pages of the spines and covers for Volumes 1 to 16, inclusive, of the 2007 General Statutes;

(d) A browseable HTML version of the 2007 General Statutes for use on the General Assembly's internal and external web sites.

See “Work to be Performed by the Contractor” for a detailed description of the various services and products required by the state in connection with the preparation of the 2007 General Statutes electronic pages and the browseable HTML version of the 2007 General Statutes.

In 2007 -- Composition and HTML version of the 2008 Supplement:

The state will require the contractor to provide the following:

(a) Approximately two thousand seven hundred (2,700) electronic pages of the 2008 Supplement. These electronic pages will include Spines, Covers, Tables of Contents, Preface, General Statutes text pages, Miscellaneous Pages, and Reference Tables, but no Index pages since the Index is not part of this RFP. The 2008 Supplement will be divided into three (3) substantially even page count volumes;

(b) A browseable HTML version of the 2008 Supplement for use on the General Assembly's internal and external web sites.

See “Work to be Performed by the Contractor” for a detailed description of the various services and products required by the state in connection with the preparation of the 2008 Supplement electronic pages and the browseable HTML version of the 2008 Supplement.

2.3.4 Work to be Performed by the Contractor

In 2006 – Composition and HTML Version of the 2007 General Statutes:

The contractor shall perform the following:

(a) All necessary software development, including the translation of the state’s composition codes and formatting commands, required to compose the Word files of the 2007 General Statutes, delivered by the state, into electronic pages, as provided for in this RFP. The contractor shall submit sample electronic pages to the state for approval, and shall not produce the final electronic pages until the sample pages have been approved in writing by the state;

(b) Prepare and deliver to the state electronic pages, in accordance with the composition requirements specified in this RFP, of the following elements of the 2007 General Statutes delivered to the contractor by the state in the form of Word files or as manuscript copy:

- (1) The Tables of Contents for Volumes 1 to 13, inclusive;
- (2) 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;
- (3) Titles 1 to 55, inclusive, of the 2007 General Statutes;
- (4) The Reference Tables published in Volume 16;
- (5) The Miscellaneous Pages for Volumes 1 to 16, inclusive;

(6) The Preface;

(7) The spines and covers for Volumes 1 to 16, inclusive.

The contractor shall charge the state for preparing the 2007 General Statutes electronic pages in accordance with the applicable prices proposed in Attachment F;

(c) The preparation of electronic pages from manuscript copy supplied by the state of certain miscellaneous pages to be published in the 2007 General Statutes. The contractor shall charge the state for preparing such electronic pages in accordance with the applicable prices proposed in Attachment F;

(d) Adjust and/or reportion, where necessary, the format or layout of certain tables or forms as required by the state. The contractor shall charge the state for such adjustment and/or reportioning in accordance with the applicable prices proposed in Attachment F;

(e) Carry out all author's alterations and corrections which the state may require. The contractor shall charge the state for carrying out such author's alterations and corrections in accordance with the applicable prices proposed in Attachment F;

(f) Deliver to the state, or as the state may direct, the electronic pages incorporating the adjusted and/or reportioned tables and forms, spines, covers, Tables of Contents, Reference Tables, author's alterations and corrections provided for under this RFP as follows:

(1) Electronic pages -- in not more than **seven (7) calendar days** from receipt of the state's production Word files or manuscript copy;

(2) Spines, covers, Tables of Contents and Reference Tables -- in not more than **seven (7) calendar days** from receipt of the state's production Word files or manuscript copy;

(3) Author's alterations and corrections -- in not more than **five (5) calendar days** from receipt of the state's marked up copy;

(g) Deliver to the state proof PDF files (with all fonts and images imbedded) of all electronic pages generated pursuant to this RFP. These proof electronic pages shall include trim lines and crop marks for proofing purposes. The state will print and proof the electronic pages in the LCO. The state may request that the trim lines and crop marks be removed prior to the composition of the final production electronic pages;

The state and the contractor may establish mutually agreeable schedules for delivery to the state of batches of the electronic pages provided for under this RFP;

(h) Prepare and deliver to the state a browseable HTML version of Titles 1 to 55, inclusive, of the 2007 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:

(1) The contractor shall: (A) Replicate the style, format, and text colorization of the browseable HTML version of the *official* General Statutes of Connecticut, revised to January 1, 2005, 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 browseable HTML version of the 2007 General Statutes may be copied directly from CD-ROM or other media to the General Assembly's internal and external web sites without any file directory or HTML manipulation; and (D) ensure that the browseable HTML version of the 2007 General Statutes is compatible with Internet Explorer, Netscape, Firefox and Safari. The browseable version of the *official* General Statutes of Connecticut, revised to January 1, 2005 may be accessed at <http://www.cga.ct.gov/2005/pub/titles.htm>;

(2) The contractor shall deliver the browseable HTML version of the 2007 General Statutes not more than **eight (8) calendar weeks** from acceptance of the electronic pages by the state;

(3) The contractor shall charge the state for the browseable HTML version of the 2007 General Statutes in accordance with the applicable prices proposed in Attachment **F**.

All electronic pages and the browseable HTML version of the 2007 General Statutes provided for under this RFP shall be delivered to the Legislative Commissioners' Office, Room 5500, Legislative Office Building, 300 Capitol Avenue, Hartford, CT 06106-1591, or to such other address as the state may designate. **The cost of transportation, including express air transportation, shall be included in the applicable prices proposed.**

In 2007 -- Composition and HTML version of the 2008 Supplement:

The contractor shall perform the following:

(a) All necessary software development, including the translation of the state's composition codes and formatting commands, required to compose the Word files of the 2008 Supplement, delivered by the state, into electronic pages, as provided for in this RFP. The contractor shall submit sample electronic pages to the state for approval, and shall not produce the final electronic pages until the sample pages have been approved in writing by the state;

(b) Assist the state in determining where each volume shall break so as to achieve, to the extent possible, three (3) volumes, each containing approximately one thousand (1,000) pages;

(c) Prepare and deliver to the state electronic pages, in accordance with the composition requirements specified in this RFP, of the following elements of the 2008 Supplement delivered to the contractor by the state in the form of Word files or as manuscript copy:

(1) Tables of Contents for each volume (estimated 28 pages total);

(2) Selected sections from Titles 1 to 55, inclusive, of the General Statutes to be published in the 2008 Supplement (estimated 2,500 pages);

(3) Reference Tables (estimated 25 pages);

(4) Miscellaneous Pages consisting of Title Pages, "Authority" page, "Cite as" pages, "Copyright" pages, "Effective Dates" pages, and various other divider pages (estimate 20 pages total);

(5) Preface (estimated 5 pages);

(6) Spines and covers for each volume (estimated 6 pages).

The contractor shall charge the state for preparing the 2008 Supplement electronic pages in accordance with the applicable prices proposed in Attachment G;

(d) The preparation of electronic pages from manuscript copy supplied by the state of certain miscellaneous pages to be published in the 2008 Supplement. The contractor shall charge the state for preparing such electronic pages in accordance with the applicable prices proposed in Attachment G;

(e) Adjust and/or reportion, where necessary, the format or layout of certain tables or forms as required by the state. The contractor shall charge the state for such adjustment and/or reportioning in accordance with the applicable prices proposed in Attachment G;

(f) Carry out all author's alterations and corrections which the state may require. The contractor shall charge the state for carrying out such author's alterations and corrections in accordance with the applicable prices proposed in Attachment G;

(g) Deliver to the state, or as the state may direct, the electronic pages incorporating the adjusted and/or reportioned tables and forms, spines, covers, Tables of Contents, Reference Tables, author's alterations and corrections provided for under this RFP as follows:

(1) Electronic pages -- in not more than **seven (7) calendar days** from receipt of the state's production Word files or manuscript copy;

(2) Spines, covers, Tables of Contents and Reference Tables -- in not more than **seven (7) calendar days** from receipt of the state's production Word files or manuscript copy;

(3) Author's alterations and corrections -- in not more than **five (5) calendar days** from receipt of the state's marked up copy;

(h) Deliver to the state proof PDF files (with all fonts and images imbedded) of all electronic pages generated pursuant to this RFP. These proof electronic pages shall include trim lines and crop marks for proofing purposes. The state will print and proof the electronic pages in the LCO. The state may request that the trim lines and crop marks be removed prior to the composition of the final production electronic pages;

The state and the contractor may establish mutually agreeable schedules for delivery to the state of batches of the electronic pages provided for under this RFP;

(i) Prepare and deliver to the state a browseable HTML version of Titles 1 to 55, inclusive, of the 2008 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:

(1) The contractor shall: (A) Replicate the style, format, and text colorization of the browseable HTML version of the 2006 Supplement to the *official* General Statutes of Connecticut, revised to January 1, 2005, 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 browseable HTML version of the 2008 Supplement may be copied directly from CD-ROM or other media to the General Assembly's internal and external web sites without any file directory or HTML manipulation; and (D) ensure that the browseable HTML version of the 2008 Supplement is compatible with Internet Explorer, Netscape, Firefox and Safari. The browseable version of the 2006 Supplement to the *official* General Statutes of Connecticut, revised to January 1, 2005 may be accessed at <http://www.cga.ct.gov/2006/sup/titles.htm>;

(2) The contractor shall deliver the browseable HTML version of the 2008 Supplement not more than **four (4) calendar weeks** from acceptance of the electronic pages by the state;

(3) The contractor shall charge the state for the browseable HTML version of the 2008 Supplement in accordance with the applicable prices proposed in Attachment G.

All electronic pages and the browseable HTML version of the 2008 Supplement provided for under this RFP shall be delivered to the Legislative Commissioners' Office, Room 5500, Legislative Office Building, 300 Capitol Avenue, Hartford, CT 06106-1591, or to such other address as the state may designate. **The cost of transportation, including express air transportation, shall be included in the applicable prices proposed.**

2.3.5 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 awarded pursuant to this RFP which is caused by the contractor's failure to exercise such care in regard to the material as a reasonable careful owner of similar material.

2.3.6 Delivery and Liquidated Damages for Late Delivery

(a) Delivery shall be made as ordered and in accordance with this RFP;

(b) 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 state, to complete the furnishing and delivery of the 2007 General Statutes electronic pages and the browseable HTML version thereof, and the 2008 Supplement electronic pages and the browseable version thereof, as called for in this RFP within the times required, the state 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 two hundred fifty dollars (\$250.00) 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 awarded pursuant to this RFP, the deduction to be made or the sum to be recovered as liquidated damages.

2.3.7 Passing of Title

Title to and possession of the 2007 General Statutes electronic pages and the browseable HTML version thereof, and the 2008 Supplement and the browseable HTML version thereof, provided for under this RFP, shall pass to the State of Connecticut upon delivery of same to the Legislative Commissioners' Office, Room 5500, Legislative Office Building, 300 Capitol Avenue, Hartford, CT 06106-1591 or upon delivery to such other address as may be designated in writing by the state.

2.3.8 Use by Contractor of Materials Delivered by the State

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 2007 General Statutes electronic pages and the browseable HTML version thereof, and the 2008 Supplement and the browseable HTML version thereof provided for under this RFP without the prior written consent of the Legislative Commissioners, or their designee, on behalf of the state.

2.3.9 Composition Requirements

The composition requirements in Schedule A (pages 33 to 51 of this RFP) contain the style, format, composition codes and rules applicable to the composition of the 2007 General Statutes electronic pages, and the 2008 Supplement electronic pages.

2.3.10 Examination of Documents

(a) Questions regarding any aspects of this RFP may be submitted in writing to the listed RFP contact no later than August 4, 2006. All responses and any RFP clarifications will be posted on the Department of Administrative Services state bid portal and mailed to all vendors of record who have received an RFP package no later than August 16, 2006.

(b) Proposers may access examples of all material to be composed pursuant to this RFP on the General Assembly's FTP site at ftp://ftp.cga.ct.gov/pub/statutes/2007_GS_&_2008_Supp_RFP. The directory entitled "[General Statutes \(2005\)](#)" includes copies of all files which were used in producing the *official* General Statutes of Connecticut, revised to January 1, 2005, and the directory entitled "[Supplement \(2006\) to the General Statutes](#)" includes copies of all files which were used in producing the 2006 Supplement to the General Statutes.

(c) Proposers may access the browseable version of the *official* General Statutes of Connecticut, revised to January 1, 2005, at <http://www.cga.ct.gov/2005/pub/titles.htm>.

(d) Proposers may access the browseable version of the 2006 Supplement to the General Statutes of Connecticut, revised to January 1, 2005, at <http://www.cga.ct.gov/2006/sup/titles.htm>.

(e) Sample volumes of the *official* General Statutes of Connecticut, revised to January 1, 2005, and of the 2006 Supplement thereto, will be made available to any proposer requesting same.

PART 3 EVALUATION OF PROPOSALS

3.1 Mandatory Requirements

OLM will review proposals submitted to determine if the mandatory submission requirements listed in section 2.2 have been addressed.

The state also has the sole discretion to decide if deviations from the mandatory requirements are material and whether to accept a proposal if it fails to comply with said requirements.

3.2 Qualitative Elements

Once it is determined that the proposal meets the mandatory requirements, the following qualitative elements of the proposal will be evaluated based on the following:

- (a) Proposers understanding of the requirements
- (b) Professional experience with similar projects and references of the firm
- (c) Professional experience of the personnel who will be involved in the project
- (d) Quality of list of references from current clients for whom similar services have been provided.
- (e) Appropriateness of the proposed fee structure

3.3 Debriefing Procedure

OLM contracting personnel will send letters to all proposers indicating the results of the review process.

PART 4 PROPOSAL CONTENTS

Proposals must include both administrative and technical documents.

4.1 Administrative Documentation

Proposers must submit the following required documentation. The state reserves the right to reject any proposal which does not include the required documentation.

- (a) Proposals must be sent to the Office of Legislative Management, Room 5100; Legislative Office Building, Hartford, Connecticut 06106 to the attention of Linda Voghel;

- (b) Please note only sealed written proposals will be accepted;
- (c) An original and two (2) copies of your proposal must be submitted;
- (d) The proposer must indicate on the front of the envelope:

SEALED PROPOSAL: 2007-2008 Connecticut General Statutes and
Supplement Composition Services

DEADLINE FOR RECEIPT: August 28, 2006 at 5:00 p.m.

- (e) Evidence of professional experience for company and personnel assigned to the project;
- (f) A minimum of three (3) current references for the company and personnel assigned to the project:
 - i. Name, title, address and telephone number of reference;
 - ii. Overview of the project;
 - iii. Length of the project;
 - iv. Total fees associated with the project.
- (g) Vendor profile.
- (h) W-9 form.
- (i) A corporate resolution or notarized proof of authorization indicating authority to submit this proposal on behalf of the firm. The proposer should submit documentation which resembles either the attached sample resolution or sample authorization (Attachment A).
- (j) Completed Certification Form (Attachment B).
- (k) Insurance Certificate (**required upon notification of award only**): Please see minimum required levels (Attachment C). The proposer must name the JCLM as an additional insured.
- (l) Performance Bond (**may be required upon notification of award only**): The proposer to whom the award is made may be required, at the discretion of the JCLM, to furnish a performance bond for the protection of the CGA in an amount equal to the total proposal amount upon notification of award and prior to final execution of the contract.
- (m) The proposer must complete and submit the Gift Affidavit as described in section 5.1.2 in this RFP and included in Attachment D. The planning date which should be referenced in the affidavit is May 8, 2006.
- (n) The proposer must submit a list of Principals of their organization as defined in section 5.1.1(a)(vi) of this RFP.

- (o) The proposer must complete and submit the Campaign Contribution Certification form included in this RFP on Attachment E.
- (p) Attachment F, proposal pricing page, 2007 General Statutes Electronic Page Composition, and Creation of Browseable HTML Version.
- (q) Attachment G, proposal pricing page, 2008, Supplement, Electronic Page Composition, and Creation of Browseable HTML Version.

PART 5 CONTRACTUAL PROVISIONS

5.1 Contract Conditions

5.1.1 Campaign Contribution Restrictions

This section (the "CCR Section") is included pursuant to Conn. Gen. Stat. § 9-333n and, without limiting its applicability, is made applicable to State Contracts, bid solicitations, request for proposals and prequalification certificates, as the context requires. This CCR Section, without limiting its applicability, is also made applicable to State Agencies, Quasi-public Agencies, the General Assembly, State Contractors, Prospective State Contractors and the holders of valid prequalification certificates, as the context so requires.

- (a) For purposes of this CCR Section only:
 - i. "Quasi-public Agency" means the Connecticut Development Authority, Connecticut Innovations, Incorporated, Connecticut Health and Educational Facilities Authority, Connecticut Higher Education Supplemental Loan Authority, Connecticut Housing Finance Authority, Connecticut Housing Authority, Connecticut Resources Recovery Authority, Connecticut Hazardous Waste Management Service, Capital City Economic Development Authority, Connecticut Lottery Corporation, or as this definition may otherwise be modified by Title 1, Chapter 12 of the Connecticut General Statutes concerning quasi-public agencies.
 - ii. "State Agency" means any office, department, board, council, commission, institution or other agency in the executive, legislative or judicial branch of State government, or as this definition may otherwise be modified by Title 9, Chapter 150 of the Connecticut General Statutes concerning campaign financing.
 - iii. "State Contract" means an agreement or contract with the State or any State Agency or any Quasi-public Agency, 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 fiscal year, for (A) the rendition of personal services, (B) the furnishing of any material, supplies or equipment, (C) the construction, alteration or repair of any public building or

public work, (D) the acquisition, sale or lease of any land or building, (E) a licensing arrangement, or (F) a grant, loan or loan guarantee, or as this definition may otherwise be modified by Title 9, Chapter 150 of the Connecticut General Statutes concerning campaign financing.

- iv. "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 the termination of said contract. "State contractor" does not include a municipality or any other political subdivision of the State or an employee in the executive, legislative or judicial 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, or as this definition may otherwise be modified by Title 9, Chapter 150 of the Connecticut General Statutes concerning campaign financing.
- v. "Prospective State Contractor" means a person, business entity or nonprofit organization that (A) submits a bid in response to a bid 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 State Contract has been entered into, or (B) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under Section 4a-100 of the Connecticut General Statutes. "Prospective State Contractor" does not include a municipality or any other political subdivision of the State or an employee in the executive, legislative or judicial 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. Title 9, Chapter 150 of the Connecticut General Statutes concerning campaign financing may modify this definition, which modification shall control.
- vi. "Principal of a State Contractor or Prospective State Contractor" (collectively referred to in this CCR Section as "Principal") means (A) an individual who is a member of the board of directors of, or has an ownership interest in, a State Contractor or Prospective State Contractor, which is a business entity, except for an individual who (i) owns less than five per cent of the shares of any such State Contractor or Prospective State Contractor that is a publicly traded corporation, or (ii) is a member of the board of directors of a nonprofit organization qualified under Section 501(c)(3) of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended, (B) an individual who is employed by a State Contractor or Prospective State Contractor, which is a business entity, as president, treasurer or executive or senior vice president, (C) an individual who is the chief executive officer of a State Contractor or Prospective State Contractor, which is not a business entity, (D) an employee of any State Contractor or Prospective State

Contractor who has managerial or discretionary responsibilities with respect to a State Contract, (E) the spouse or a dependent child of an individual described in this subparagraph, or (F) a political committee established by or on behalf of an individual described in this subparagraph, or as this definition may otherwise be modified by Title 9, Chapter 150 of the Connecticut General Statutes concerning campaign financing.

- (b) On and after December 31, 2006, no State Contractor, Prospective State Contractor or Principal, with regard to a State Contract, bid solicitation or request for proposals with or from a State Agency in the executive branch or a Quasi-public Agency, and no Principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (1) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (2) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (3) a party committee.
- (c) On and after December 31, 2006, no State Contractor, Prospective State Contractor or Principal, with regard to a State Contract, bid solicitation or request for proposals with or from the General Assembly, and no Principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (1) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (2) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (3) a party committee.
- (d) On and after December 31, 2006, if a State Contractor or a Principal of a State Contractor makes or solicits a contribution prohibited under this CCR Section, the contracting State Agency or Quasi-public Agency may, in the case of a State Contract executed on or after December 31, 2006, void the existing contract with said contractor, and no State Agency or Quasi-public Agency shall award the State Contractor a State Contract or an extension or an amendment to a State Contract for one year after the election for which such contribution is made or solicited.
- (e) On and after December 31, 2006, if a Prospective State Contractor or a Principal of a Prospective State Contractor makes or solicits a contribution prohibited under this CCR Section, no State Agency or Quasi-public Agency shall award the Prospective State Contractor the contract described in the bid solicitation or request for proposals, or any other State Contract for one year after the election for which such contribution is made or solicited.
- (f) The chief executive officer of each Prospective State Contractor, or if a Prospective State Contractor has no such officer then the officer who duly possesses and exercises comparable powers and duties, shall: (1) inform each individual described in subsection (a)(vi) of this CCR Section with regard to said Prospective State Contractor concerning the provisions of subsection (b) or (c) of this CCR Section, whichever is applicable, and this subsection (f),

(2) submit a sworn affidavit under penalty of false statement that no such individual will make or solicit a contribution, on or after December 31, 2006, in violation of the provisions of subsection (b) or (c) of this CCR Section, whichever is applicable, and this subsection (f), and (3) acknowledge in writing that if any such contribution is made or solicited on or after December 31, 2006, the Prospective State Contractor shall be disqualified from being awarded the contract described in the bid solicitation or request for proposals or being awarded any other State Contract for one year after the election for which such contribution is made or solicited. Such officer shall attach the affidavit to their proposal or application for prequalification, as applicable (Attachment E).

(g) The proposal shall include a list of all Principals of all Prospective State Contractor(s) as defined in section (a)(vi) of this CCR section.

5.1.2 Gift

Pursuant to Conn. Gen. Stat. 4-252, the contractor shall certify that no gifts were made between the date that the CGA began planning the project, services, procurement, lease or licensing arrangement covered by the contract and the date of execution of the contract, by (A) such person, firm, corporation, (B) any principals and key personnel of the person, firm or corporation, who participated substantially in preparing the bid or proposal or the negotiation of the contract, or (C) any agent of such person, firm, corporation or principals and key personnel, who participated substantially in preparing the bid or proposal or the negotiation of the contract, to (i) any public official or state employee of the CGA soliciting bids or proposals for the contract, who participated substantially in the preparation of the bid solicitation or request for proposals for the contract or the negotiation or award of the contract, of (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over the CGA (Attachment D).

5.2 Formation of a Contract

Upon acceptance of the proposal, JCLM will initiate the contract process.

5.2.1 Contract Creation

This section serves as a notification to contractor(s) that:

(i) the state's acceptance of the proposer(s) offer to furnish the services required in this RFP shall result in a contract between the contractor(s) and the state which shall bind the contractor(s) on his part to furnish and deliver said services at the prices specified in said proposal, except as modified through negotiations between the state and the contractor(s), and the state on its part to order from the contractor(s), except for causes beyond reasonable control, and subject to the availability of appropriated funds, and to pay for at the contract prices, the services provided for in this RFP; and

(ii) all the provisions of this RFP shall be included in the terms and conditions of said contract, except to the extent provided otherwise in an agreement executed by the state and the contractor(s) subsequent to the receipt of said proposal by the state.

5.2.2 Contract Execution

The contractor(s) shall execute a formal contract with the State of Connecticut for the complete performance specified therein. This contract is considered executed once the contract is signed by the contractor(s) and the state.

5.2.3 Term of Contract

The term of the contract for composition of the 2007 General Statutes electronic pages and preparation of the browseable HTML version of the 2007 General Statutes, and for the composition of the 2008 Supplement electronic pages and preparation of the browseable HTML version of the 2008 Supplement shall extend from contract execution until project completion and expiration of all warranties, but in no case shall go beyond March 31, 2008. The state reserves the right to extend the contract, if needed.

5.2.4 Modification

No alterations or variations of the terms of contract shall be valid or binding upon the state unless made in writing and signed by the state.

5.2.5 Transfer

It is mutually understood and agreed that the contractor(s) shall not assign, transfer, convey, sublet, or otherwise dispose of his contract or his right, title or interest therein, or his power to execute such contract, to any other person, firm or corporation, without the previous written consent of the state. Any subcontracting work done in regards to this contract must be agreed to in writing by the state before the contractor(s) begins any work.

5.2.6 Governing Law:

This RFP and any contract awarded pursuant thereto shall be governed by the laws of the State of Connecticut with or without reference to principles of conflicts of laws. The parties agree to adjudication by, and hereby waive any objection to the jurisdiction of, such state and federal courts as are situated in Hartford, Connecticut.

Notwithstanding any provision or language in this contract to the contrary, the state may terminate this contract whenever it determines that such determination is in the best interests of the state. Any such termination shall be effected by delivery to the contractor(s) of a written notice of termination. The notice of termination shall be sent by registered mail to the contractor(s)'s address furnished to the state for purposes of correspondence or by hand delivery. Upon receipt of such notice, the contractor(s) shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the state all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the contractor(s) in performing his duties under this contract, whether completed or in progress. All such documents,

information, and materials shall become the property of the state. In the event of such termination, the contractor(s) shall be entitled to reasonable compensation as determined by the state, however, no compensation for lost profits shall be allowed.

5.3 Contract Breach

5.3.1 Failure to Perform

Failure of the contractor(s) to deliver commodities or services as provided for herein or failure to make replacements of rejected commodities when so requested, immediately or as directed by the state, will constitute authority for the state to purchase in the open market to replace the commodities or services rejected or not delivered. The state reserves the right to authorize immediate purchases in the open market against rejections on any contract when necessary. The contractor(s) agrees promptly to reimburse the state for excess costs occasioned by such purchases. However, should public necessity demand it, the state reserves the right to use or consume commodities delivered which are substandard in quality, subject to an adjustment in price to be determined by the state.

5.3.2 Rejection

Any services rendered by the contractor(s) hereunder which fail in any way to meet the terms of the contract are subject to rejection or payment on an adjusted price basis. The decision of the state shall be final.

5.3.3 Cancellation

The state reserves the right to cancel this contract within five days notice due to unsatisfactory performance. In the event that this is done, the contractor(s) will be paid for all the work performed or commodities provided up to the time of cancellation.

5.4 Accounting Records

The contractor(s), when under contract, shall maintain adequate accounting records in accordance with all applicable state regulations in connection with this project and such records shall be made available for inspection by the state or other persons designated by the state. The contractor(s) shall make such accounts and records accessible to authorized state officials for the purpose of audit and examination. All records must be maintained for a minimum of three years after completion of the contract.

5.5 Work Product

All materials developed in conjunction with the contract shall become the property of the state at no additional cost.

No report or document produced in whole or in part in connection with the contract shall be the subject of an application for copyright by or on behalf of the contractor(s).

The contractor(s), when under contract, shall not use the name of the state for advertising or promotional purposes without prior permission in writing. The contractor(s) is allowed to use name of the state as a reference.

5.6 Renewal of Contract

The state reserves the right to renew this contract under the conditions set forth in Section 2-71u of the Connecticut General Statutes.

5.7 Contractor Guarantees

- (a) The contractor hereby agrees and guarantees to perform any contract awarded in accordance with the specifications, terms and conditions contained in this RFP.
- (b) The contractor shall indemnify, defend and hold harmless the state 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 state 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 proposal or any records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopied compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the performance of the contract.
- (c) The contractor shall reimburse the state for any and all damages to the real or personal property of the state caused by the acts of the contractor or any contractor parties. The state 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 state is alleged or is found to have contributed to the acts giving rise to the claims.
- (e) To exercise normal care and diligence in the preparation and production of the 2007 General Statutes electronic pages and the browseable HTML version thereof, and the 2008 Supplement electronic pages and the browseable HTML version thereof, provided for in this RFP, and to inspect same for machine malfunctions and program errors, and to correct any errors so identified within the applicable delivery times provided for in this RFP, and if the state identifies any errors created or caused by the contractor, the contractor will correct such errors at no cost to the state;

- (f) That all 2007 General Statutes electronic pages and the browseable HTML version thereof, and the 2008 Supplement electronic pages and the browseable version thereof, delivered to the state pursuant to this RFP shall be of good quality and free of errors and defects, except that any errors contained in the production Word files delivered by the state to the contractor need not be corrected unless specifically requested by the state;
- (g) That it will remake any defective electronic pages that may be rejected by the state at no additional cost to the state. The term “defective electronic page” shall include, but shall not be limited to, any electronic page that does not meet the specifications contained in this RFP;
- (h) That it will, at its own expense, correct any errors which it may create through machine malfunction, program error or otherwise which the state may discover before or after the 2007 General Statutes electronic pages, or the 2008 Supplement electronic pages, provided for in this RFP, have been used by the state’s printer in the preparation of the printed copies of the 2007 General Statutes or the 2008 Supplement, and that if it is not reasonably possible for the state’s printer to effect any such correction due to the status of production of the 2007 General Statutes, or the 2008 Supplement, then 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. (It is anticipated that the print run for each volume of the 2007 General Statutes will be approximately 6,000, and the print run for each volume of the 2008 Supplement will be approximately 5,000);
- (i) That it will, at its own expense, correct any errors it may create in the preparation of the browseable HTML version of the 2007 General Statutes, and the browseable HTML version of the 2008 Supplement;
- (j) To perform all work and make all deliveries of services and products as provided for in this RFP and in accordance with Work and Production Schedules to be mutually agreed upon by the state, or its designee, and the contractor;
- (k) To return all materials delivered by the state to the contractor pursuant to this RFP in good condition upon completion of the services provided for in this RFP.
- (l) 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 section. The contractor shall name the state as an additional insured on the policy and shall provide a copy of the policy to the state no later than ten (10) business days from the effective date of the contract.
- (m) The rights provided in this section for the benefit of the state shall encompass the recovery of attorneys’ and other professionals’ fees expended in pursuing a claim against a third party.
- (n) This section shall survive the termination, cancellation or expiration of the contract, and shall not be limited by reason of any insurance coverage.

5.8 Freedom of Information

5.8.1 Freedom of Information Act

Due regard will be given to the protection of proprietary information contained in all proposals received; however, contractor(s) should be aware that all materials associated with this procurement are subject to the terms of the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations resulting therefrom.

5.8.2 Proprietary Information

It will not be sufficient for a contractor(s) to merely state generally that the proposal is proprietary in nature and not therefore subject to release to third parties. Those particular pages or sections which a contractor(s) believes to be proprietary must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exception from release consistent with Section 1-210 of the Connecticut General Statutes must accompany the proposal. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the contractor(s) 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 above-cited statute.

5.8.3 Administrative Authority

Between the contractor(s) and the state, the final administrative authority to release or exempt any or all material so identified rests with the state.

5.9 Discounts

Discounts must be reflected in the base price in the RFP. Any prompt payment discounts should be itemized in the RFP. Other discounts will not be considered when determining which contractor(s) has the lowest proposed price.

5.10 Human Rights and Opportunities

5.10.1 Required Compliance with Human Rights and Opportunities Regulations

Any contractor(s) must agree to comply with the statutes referred to in this section as they exist on the date of the contract that results from this RFP and as they may be adopted or amended from time to time during the term of the contract and any amendments thereto.

Incorporated by reference into this contract are applicable provisions of the Connecticut General Statutes including but not limited to Sections 4a-60, 4a-60a, 46a-71(d), 46a-81i(d).

5.10.2 Nondiscrimination and Affirmative Action Provisions in contracts of the state and political subdivisions other than municipalities. (Conn. Gen. Stat. 4a-60)

(a) Every contract to which the state or any political subdivision of the state other than a municipality is a party shall contain the following provisions:

(1) The contractor(s) agrees and warrants that in the performance of the contract such contractor(s) will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor(s) 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. The contractor(s) further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor(s) that such disability prevents performance of the work involved;

(2) The contractor(s) agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor(s), to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission;

(3) The contractor(s) agrees to provide each labor union or representative of workers with which such contractor(s) has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor(s) has a contract or understanding, a notice to be provided by the commission advising the labor union or workers' representative of the contractor(s)'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(s) agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e and 46a-68f;

(5) The contractor(s) 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(s) as relate to the provisions of this section and section 46a-56. If the contract is a public works contract, the contractor(s) agrees and warrants that he will make good faith efforts to employ minority business enterprises as contractor(s) and suppliers of materials on such public works project.

(b) For the purposes of this section, "minority business enterprise" means any small contractor(s) or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons:

(1) Who are active in the daily affairs of the enterprise,

(2) Who have the power to direct the management and policies of the enterprise and

(3) Who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

(c) Determination of the contractor(s)'s good faith efforts shall include but shall not be limited to the following factors: The contractor(s)'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(s) shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.

(e) The contractor(s) shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor(s) shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor(s) becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor(s) 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.

5.10.3 Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation. (Conn. Gen. Stat. 4a-60a)

(a) Every contract to which the state or any political subdivision of the state other than a municipality is a party shall contain the following provisions:

(1) The contractor(s) agrees and warrants that in the performance of the contract such contractor(s) 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 of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation;

(2) The contractor(s) agrees to provide each labor union or representative of workers with which such contractor(s) has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor(s) 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)'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(s) agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56;

(4) The contractor(s) 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(s) which relate to the provisions of this section and section 46a-56.

(b) The contractor(s) shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor(s) shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor(s) becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor(s) 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.

5.10.4 Discriminatory Practices by State Agencies (Conn. Gen. Stat. 46a-71(d))

Every state contract or subcontract for construction on public buildings or for other public works or for goods and services shall conform to the intent of section 4a-60 and 4a-60a.

5.10.5 Sexual orientation discrimination: Services of state agencies.(Conn. Gen. Stat. 46a-81i(d))

Every state contract or subcontract for construction on public buildings or for other public work or for goods and services shall conform to the intent of section 4a-60a.

5.10.6 Enforcement (Conn. Gen. Stat. 46a- 56(a))

(a) The commission shall:

- (1) Investigate the possibilities of affording equal opportunity of profitable employment to all persons, with particular reference to job training and placement;
- (2) Compile facts concerning discrimination in employment, violations of civil liberties and other related matters;
- (3) Investigate and proceed in all cases of discriminatory practices as provided in this chapter and noncompliance with the provisions of Sections 4a-60, 4a-60a and 46a-68c to 46a-68f, inclusive, of the Connecticut General Statutes;
- (4) From time to time, but not less than once a year, report to the Governor as provided in Section 4a-60 of the Connecticut General Statutes, making recommendations for the

removal of such injustices as it may find to exist and such other recommendations as it deems advisable and describing the investigations, proceedings and hearings it has conducted and their outcome, the decisions it has rendered and the other work it has performed;

- (5) Monitor state contracts to determine whether they are in compliance with Sections 4a-60 and 4a-60a of the Connecticut General Statutes and all other provisions of the general statutes which prohibit discrimination; and
 - (6) Compile data concerning state contracts with female and minority business enterprises and submit a report annually to the General Assembly concerning the employment of such business enterprises as contractor(s) and subcontractor.
- (b) The commission may, when it is deemed in the best interests of the state, exempt a contractor(s) from the requirements of complying with any or all of the provisions of Section 4a-60, 4a-60a, 46a-68c, 46a-68d or 46a-68e of the Connecticut General Statutes in any specific contract. Exemptions under the provisions of this section may include, but not be limited to, the following instances: (1) If the work is to be or has been performed outside the state and no recruitment of workers within the limits of the state is involved; (2) those involving less than specified amounts of money or specified numbers of workers; (3) to the extent that they involve subcontracts below a specified tier. The commission may also exempt facilities of a contractor(s) which are in all respects separate and distinct from activities of the contractor(s) related to the performance of the contract, provided such an exemption shall not interfere with or impede the effectuation of the purposes of this section and Sections 4a-60, 4a-60a, 4a-60g, 4a-62 and 46a-68b to 46a-68k, inclusive, of the Connecticut General Statutes.
- (c) If the commission determines through its complaint procedure that a contractor(s) or subcontractor is not complying with anti-discrimination statutes or contract provisions required under Sections 4a-60, 4a-60a, 46a-68c, 46a-68d, 46a-68e or 46a-68f of the Connecticut General Statutes, (A) the state shall retain two per cent of the total contract price per month on any existing contract with such contractor(s) and (B) the contractor(s) shall be prohibited from participation in any further contracts with state agencies until: (i) the expiration of a period of two years from the date of the finding of noncompliance or (ii) the commission determines that the contractor(s) has adopted policies consistent with such statutes. The commission shall make such a determination as to whether the contractor(s) has adopted such policies within forty-five days of its determination of noncompliance. In addition, the commission may do one or more of the following: (1) publish or cause to be published, the names of contractor(s) or unions which it has found to be in noncompliance with such provisions; (2) notify the Attorney General that, in cases in which there is substantial or material violation or the threat of substantial or material violation of the contractual provisions set forth in Sections 4a-60 or 4a-60a of the Connecticut General Statutes, appropriate proceedings should be brought to enforce those provisions, including the enjoining, within the limitations of applicable law, of organizations, individuals or groups who prevent directly or indirectly, or seek to prevent directly or indirectly, compliance with the provisions of said Sections 4a-60 or 4a-60a of the Connecticut General Statutes; (3) recommend to the Equal Employment Opportunity Commission or the Department of Justice that appropriate proceedings be instituted under Title

VII of the Civil Rights Act of 1964, when necessary; (4) recommend to the appropriate prosecuting authority that criminal proceedings be brought for the furnishing of false information to any contracting agency or to the commission as the case may be; (5) order the contracting agency to refrain from entering into further contracts, or extension or other modifications of existing contracts, with any noncomplying contractor(s), until such contractor(s) has satisfied the commission that such contractor(s) has established and will carry out personnel and employment policies in compliance with antidiscrimination statutes and provisions of Sections 4a-60, 4a-60a and 46a-68c to 46a-68f, inclusive, of the Connecticut General Statutes. The commission shall adopt regulations in accordance with Chapter 54 of the Connecticut General Statutes to implement the provisions of this section.

- (d) If the commission determines through its complaint procedure and after a hearing held in accordance with Chapter 54 of the Connecticut General Statutes that, with respect to a state contract, a contractor(s), subcontractor or supplier of materials has (1) fraudulently qualified as a minority business enterprise or (2) performed services or supplied materials on behalf of another contractor(s), subcontractor or supplier of materials knowing (A) that such other contractor(s), subcontractor or supplier has fraudulently qualified as a minority business enterprise in order to comply with antidiscrimination statutes or contract provisions required under Section 4a-60 or 4a-60a of the Connecticut General Statutes, and (B) that such services or materials are to be used in connection with a contract entered into pursuant to Section 4a-60g(b) of the Connecticut General Statutes it shall assess a civil penalty of not more than ten thousand dollars upon such contractor(s), subcontractor or supplier of materials. The Attorney General, upon complaint of the commission, shall institute a civil action in the superior court for the judicial district of Hartford to recover such penalty. Any penalties recovered shall be deposited in a special fund and shall be held by the Treasurer separate and apart from all other moneys, funds and accounts. The resources in such fund shall, pursuant to regulations adopted by the commission in accordance with the provisions of Chapter 54 of the Connecticut General Statutes, be used to assist minority business enterprises. As used in this section, "minority business enterprise" means any contractor(s), subcontractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in Section 32-9n(a) of the Connecticut General Statutes.

5.10.7 Contractor(s) required to file compliance reports (Conn. Gen. Stat. 46a-68e)

Each contractor(s) shall file, and shall cause each of his contractor(s) to file, with the commission such compliance reports at such times as the commission may direct. Compliance reports shall contain such information as to the practices, policies, programs and employment policies, employment programs, and employment statistics of the contractor(s) and each subcontractor and be in such form as the commission may prescribe.

5.10.8 Compliance reports to include labor union practices: (Conn. Gen. Stat. 46a-68f)

Whenever the contractor(s) has a collective bargaining agreement or other contract or understanding with a labor union or an agency referring workers or providing or supervising

apprenticeship or training for such workers, the compliance report shall include information pertaining to such labor union's or agency's practices and policies affecting compliance, as the commission may prescribe; provided, to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training and such labor union or agency refuses to furnish information to the contractor(s), the contractor(s) shall so certify to the commission as part of its compliance report and shall set forth what efforts have been made to obtain such information.

5.10.9 Labor Reporting:

The contractor(s) also agrees to make available to the state Department of Labor a listing of all available employment openings for the purpose of carrying out the terms of the contract.

5.11 Executive Orders

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this agreement as if they had been fully set forth in it. Proposers may receive copies of these documents upon request.

PART 6 PROCUREMENT SCHEDULE

6.1 Issue the RFP

The RFP will be issued by July 26, 2006.

6.2 Deadline for Questions

All proposer questions must be submitted in writing by the close of business Friday, August 4, 2006. These submissions must be addressed to the attention of Linda Voghel at the Office of Legislative Management; Room 5100 Legislative Office Building, Hartford, CT 06106-1591; or at linda.voghel@cga.ct.gov.

6.3 Amendments to Request for Proposal

All clarification amendments to the RFP and response to written questions will be published no later than August 16, 2006.

6.4 Proposal Delivery

All sealed proposals must be delivered by 5:00 pm on August 28, 2006 to the Joint Committee on Legislative Management in Room 5100 at the Legislative Office Building, Hartford, Connecticut. Any and all proposals received after that time must be rejected and returned to the proposer.

6.5 Contract Award and Process

The contract award process will begin once all proposals are reviewed and a recommendation for award has been made.

PART 7 RESERVED RIGHTS

7.1 Rights

7.1.1 Amendment or withdrawal of proposal

The state reserves the right to amend and/or cancel this RFP at any time prior to the proposal opening, and to correct any award erroneously made as a result of clerical error on the part of the state.

7.1.2 Refusal of Proposal

The state reserves the right to refuse any and all proposals hereunder. The state may refuse any proposal that does not meet the entire RFP.

7.2 Disqualification from Submitting Proposals

7.2.1 Disqualification from submitting proposals for contracts. Suspension (Conn. Gen. Stat. 2-71r)

(a) The Joint Committee on Legislative Management may disqualify any person, firm or corporation, for up to two years, from submitting a proposal for, applying for, or participating as a subcontractor under contracts with the legislative department, pursuant to Section 2-71p of the Connecticut General Statutes, for contractual services required by the legislative department, for one or more causes set forth under subsection (c) of this section. The committee shall provide notice and an opportunity to be heard to the person, firm or corporation which is the subject of the proceeding. The committee shall issue a written decision within ninety days of the last date of such hearing and state in the decision the reasons for the action taken and, if the person, firm or corporation is being disqualified, the period of such disqualification. The committee shall send the decision to such person, firm or corporation by certified mail, return receipt requested. The written decision shall be a final decision for the purposes of sections 4-180 and 4-183 of the Connecticut General Statutes.

(b) Before initiating such a proceeding or during the proceeding, the committee may suspend the person, firm or corporation from being considered for the awarding of such a contract for such contractual services, if the committee determines that there is probable cause for disqualification under section 7.2.1. No such suspension shall exceed three months. The committee may suspend such a person, firm or corporation only by issuing a written decision setting forth the reasons for,

and the period of, the suspension. The committee shall send the decision to such person, firm or corporation by certified mail, return receipt requested.

(c) Cause for disqualification or suspension from submitting proposals shall include the following:

- (1) Conviction or entry of a plea of guilty for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
- (2) Conviction or entry of a plea of guilty under state or federal law for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty which affects responsibility as a state contractor(s);
- (3) Conviction or entry of a plea of guilty under state or federal antitrust, collusion or conspiracy statutes arising out of the submission of bids or proposals;
- (4) Noncompliance with contract provisions, of a character regarded by the committee to be of such gravity as to indicate a lack of responsibility to perform as a state contractor(s), including deliberate failure, without good cause, to perform in accordance with specifications or time limits provided in a contract;
- (5) Recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, unless such failure to perform or unsatisfactory performance was caused by acts beyond the control of the contractor(s) or supplier; or
- (6) Any other cause the committee determines to be so serious or compelling as to affect responsibility as a state contractor(s), including disqualification by another governmental entity, having caused financial loss to the state or having caused a serious delay or inability of state officials to carry out their duties on a past contract or contracts.

7.2.2 Reduction of Disqualification Period

The committee may reduce the period or extent of disqualification, upon the contractor(s)'s request, supported by documentation, for the following reasons:

- (a) Newly discovered material evidence
- (b) Reversal of the conviction upon which the disqualification was based;
- (c) Bona fide change in ownership or management;
- (d) Elimination of other causes for which the disqualification was imposed; or
- (e) Other reasons the committee deems appropriate.

7.2.3 Disqualification Exception

The committee may grant an exception permitting a disqualified contractor(s) to participate in a particular contract or subcontract upon a written determination by the committee that there is good cause, in the interest of the public, for such action.

SCHEDULE A
COMPOSITION REQUIREMENTS

The following are the style, format, composition codes and rules applicable to the composition of the 2007 General Statutes electronic pages, and the 2008 Supplement electronic pages.

1. DEFINITIONS:

As used in these “**COMPOSITION REQUIREMENTS**” the following terms shall have the following meanings unless the context otherwise requires:

- (a) “Volume” or “volumes” means one or more volumes of the printed 2007 General Statutes, or the printed 2008 Supplement;
- (b) “General Statutes” means Titles 1 to 55, inclusive, of the General Statutes, or such selected sections from those Titles as will be published in the 2008 Supplement;
- (c) “Constitutional Documents” means 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;
- (d) “Tables of Contents” means the Tables of Contents which will be printed at the beginning of Volumes 1 to 13, inclusive, of the 2007 General Statutes, or at the beginning of Volumes 1 to 3, inclusive, of the 2008 Supplement;
- (e) “Reference Tables” means the Reference Tables which will be printed in Volume 16 of the 2007 General Statutes, or in Volume 3 of the 2008 Supplement;
- (f) “Miscellaneous Pages” means the Title Pages, “Authority” pages, “Cite as” pages, “Copyright” pages, “Effective Dates” pages and various divider pages which will be printed in one or more volumes of the 2007 General Statutes and the 2008 Supplement;
- (g) “Preface” means the Preface which will be printed in Volume 1 of the 2007 General Statutes, and in Volume 1 of the 2008 Supplement;
- (h) “2007 General Statutes” means the Tables of Contents, the Constitutional Documents, the General Statutes, the Reference Tables, the Miscellaneous Pages and the Preface, all as defined above and when referred to collectively in relation to the General Statutes of Connecticut, revised to January 1, 2007;
- (i) “2008 Supplement” means the Tables of Contents, the General Statutes, the Reference Tables, the Miscellaneous Pages and the Preface, all as defined above and when referred to collectively in relation to the 2008 Supplement to the General Statutes of Connecticut, revised to January 1, 2007;

Note:

The 2007 General Statutes Index, which will be printed in Volumes 14, 15 and 16 of the 2007 General Statutes, is **not** part of this RFP;

The Reference Tables which will be printed in said Volume 16 **are** part of this RFP;

The 2008 Supplement Index, which will be printed in Volumes 3 of the 2008 Supplement, is **not** part of this RFP;

The Reference Tables which will be printed in said Volume 3 **are** part of this RFP;

(j) “Spines and covers” means the spines and covers for Volumes 1 to 16, inclusive, of the 2007 General Statutes, and the spines and covers for Volumes 1 to 3, inclusive, of the 2008 Supplement.

2. REPROPORTIONING OF DATA OR TEXT:

All data or text supplied by the state to the contractor in the form of Word files must be reproportioned so as to meet the page specifications described in this RFP.

3. STYLES AND FORMATS:

The style and format of the 2007 General Statutes shall be the same as the style and format of the *official* General Statutes of Connecticut, revised to January 1, 2005. The style and format of the 2008 Supplement shall be the same as the style and format of the 2006 Supplement. If any of the composition rules and requirements described in this RFP are at variance with the aforementioned styles and formats, then the style and format of the *official* General Statutes of Connecticut, revised to January 1, 2005, and the style and format of the 2006 Supplement, as the case may be, shall take precedence unless otherwise specifically required by the LCO.

4. GENERAL PAGE SPECIFICATIONS:

The following are the general page specifications for the 2007 General Statutes, and the 2008 Supplement:

(a) Font = Times Roman. **Font must distinguish between a lower case “L” and the Arabic numeral “1”;**

(b) Face = roman, except as otherwise coded for bold or italic;

(c) Point size = 10, except as otherwise coded;

(d) Leading = 11, except as otherwise coded;

(e) Running heads = see specific requirements described below;

(f) Running foot applicable to the 2008 Supplement only = all pages, both recto and verso, shall carry the centered running foot “**2008 SUPPLEMENT TO THE GENERAL STATUTES**”, set 8/9 bold, and separated from the text above by approximately 12 points of leading. On those pages which 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 state’s Word files and must be inserted by the contractor;**

(g) 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;

(h) Definitions: See “**1. DEFINITIONS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(i) Reproportioning of data or text: See “**2. REPROPORTIONING OF DATA OR TEXT**” within these “**COMPOSITION REQUIREMENTS**” for details;

(j) Styles and formats: See “**3. STYLES AND FORMATS**” within these “**COMPOSITION REQUIREMENTS**” for details; and

(k) Electronic pages: See “**5. ELECTRONIC PAGES**” within these “**COMPOSITION REQUIREMENTS**” for details.

5. ELECTRONIC PAGES:

All electronic pages prepared pursuant to this RFP shall be, when printed, in the form of single pages measuring not less than 60 picas long by not less than 36 picas wide. There shall be top and bottom margins of at least 4.5 picas each of white space 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. **Note: Contractor shall include trim lines and crop marks for proofing purposes. The state may request that the trim lines and crop marks be removed prior to composition of the final electronic pages.**

6. TABLES OF CONTENTS:

(a) **General Page Specifications:** See “**4. GENERAL PAGE SPECIFICATIONS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(b) **Composition Coding and Formatting Commands:** In preparing the Word files of the various Tables of Contents, the state has used certain composition codes and formatting commands. See “**11. COMPOSITION CODING AND FORMATTING COMMANDS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(c) **Electronic pages:** See “**5. ELECTRONIC PAGES**” within these “**COMPOSITION REQUIREMENTS**” for details;

(d) **Running head:** Running head = “CONTENTS” set 8/9 roman on each page except first page which has no running head. **The running head is not included in the state’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;

(e) **Folios:** Folios = lower case roman, centered at the foot of each page and separated from the text by approximately 12 points of leading;

(f) **Column headings:** Column headings = set 8/9 roman as follows:

Volume 1 of the 2007 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 2007 General statutes, and all volumes of the 2008 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:”;

(g) **Running foot applicable to the 2008 Supplement only:** All pages, both recto and verso, shall carry the centered running foot “**2008 SUPPLEMENT TO THE GENERAL STATUTES**”, set 8/9 bold, and separated from the text above by approximately 12 points of leading. On those pages which 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 state’s Word files and must be inserted by the contractor;**

(h) **Samples:** Sample volumes will be made available to any proposer requesting same.

7. CONSTITUTIONAL DOCUMENTS and GENERAL STATUTES:

(a) **General Page Specifications:** See “**4. GENERAL PAGE SPECIFICATIONS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(b) **Composition Coding and Formatting Commands:** In preparing the Word files of the Constitutional Documents and the General Statutes, the state has used certain composition codes and formatting commands. See “**11. COMPOSITION CODING AND FORMATTING COMMANDS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(c) **Electronic pages:** See “**5. ELECTRONIC PAGES**” within these “**COMPOSITION REQUIREMENTS**” for details;

(d) **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 the running heads are as follows, both recto and verso:

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. 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. 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. XIX”) 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. XXII”) 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. 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. 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. XXVI”) 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. IX”) of the last new Article appearing on the page, or the Article number from the previous page, as appropriate.

None of the running head information for any of the Constitutional Documents is included in the state’s Word files and must be inserted by the contractor.

(e) **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 first 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 239

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:

228 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 state’s Word files and must be extracted from the “A” and “D” Documents (See (h) “Document types”, below), and inserted by the contractor;

(f) **Running foot applicable to the 2008 Supplement only:** All pages, both recto and verso, shall carry the centered running foot “**2008 SUPPLEMENT TO THE GENERAL STATUTES**”, set 8/9 bold, and separated from the text above by approximately 12 points of leading. On those pages which 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 state's Word files and must be inserted by the contractor;**

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

(h) **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 below within these “COMPOSITION REQUIREMENTS” under the caption “Condition codes”.

The relationships between these various document types are set out below within these “COMPOSITION REQUIREMENTS” under the caption “Keeps and Releases”;

(i) **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 RFP. The relationships between the various condition codes are set out below within these “COMPOSITION REQUIREMENTS” under the caption “Keeps and Releases”:

“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.

The relationships between the various document types and condition codes listed above are set out below within these “COMPOSITION REQUIREMENTS” under the caption “Keeps and Releases”;

(j) **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):

(1) +A and +B conditions - - keep together on same page;

(2) +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;

(3) +A and +B and +V conditions - - same rule as in (2) above;

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

- (1) +D and +E conditions - - keep together on same page;
- (2) +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;
- (3) +D and +E and +V conditions - - same rule as in (2) 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. **Note:** 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):

- (1) +F and +G conditions - - keep together on same page;
- (2) +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;
- (3) +F and +G and +V conditions – same rule as in (2) 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. **Note:** 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):

- (1) +H and +I conditions - - keep together on same page;
- (2) +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;

(3) +H and +I and +V conditions - - same rule as in (2) 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.

Note: 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):

(1) 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;

(2) 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;

(3) 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;

(k) **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;

(l) **Sample pages:** Sample volumes will be made available to any proposer requesting same.

8. REFERENCE TABLES:

(a) **General Page Specifications:** See “4. GENERAL PAGE SPECIFICATIONS” within these “COMPOSITION REQUIREMENTS” for details;

(b) **Composition Coding and Formatting Commands:** See “11. COMPOSITION CODING AND FORMATTING COMMANDS” within these “COMPOSITION REQUIREMENTS” for details;

(c) **Electronic pages:** See “5. ELECTRONIC PAGES” within these “COMPOSITION REQUIREMENTS” for details;

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

(e) **Running foot applicable to the 2008 Supplement only:** All pages, both recto and verso, shall carry the centered running foot “2008 SUPPLEMENT TO THE GENERAL STATUTES”, set 8/9 bold, and separated from the text above by approximately 12 points of leading. On those pages which 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 state’s Word files and must be inserted by the contractor;**

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

(g) **Types of Reference Table:** The state 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 2007 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;

(h) **Vertical rule lines and dot leaders:** The vertical rule lines and dot leaders referred to in connection with the four-double-column and two-double-column Reference Tables referred to above are not included in the State’s Word files and must be inserted by the contractor;

(i) **Sample Reference Tables:** Sample volume containing previously published Reference Tables will be made available to any proposer requesting same **As stated above, the state’s Word files do not contain the running heads, the vertical rule lines or the dot leaders.**

9. MISCELLANEOUS PAGES and PREFACE:

(a) **General Page Specifications:** See “**4. GENERAL PAGE SPECIFICATIONS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(b) **Composition Coding and Formatting Commands:** In preparing the Word files of the Miscellaneous Pages and the Preface, the state has used certain composition codes and formatting commands. See “**11. COMPOSITION CODING AND FORMATTING COMMANDS**” within these “**COMPOSITION REQUIREMENTS**” for details;

(c) **Electronic pages:** See “**5. ELECTRONIC PAGES**” within these “**COMPOSITION REQUIREMENTS**” for details;

(d) **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 state’s Word file of the Preface and must be inserted by the contractor;**

(e) **Running foot applicable to the 2008 Supplement only:** All **Preface** pages, both recto and verso, shall carry the centered running foot “**2008 SUPPLEMENT TO THE GENERAL STATUTES**”, set 8/9 bold, and separated from the text above by approximately 12 points of leading. On those pages which 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 state’s Word files and must be inserted by the contractor;**

(f) **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;

(g) **Sample pages:** Sample volumes containing previously published **Miscellaneous** pages and **Preface** will be made available to any proposer requesting same.

10. SPINES AND COVERS: The spines and covers for the 2007 General Statutes shall match the spines and covers of the *official* General Statutes of Connecticut, revised to January 1, 2005, and the spines and covers for the 2008 Supplement shall match the spines and covers of the 2006 Supplement. Sample volumes of both the 2005 General Statutes, and the 2006 Supplement will be made available to any proposer requesting same.

11. COMPOSITION CODING AND FORMATTING COMMANDS:

(a) **Composition Coding and Formatting Commands:** The state may have used some or all of the following composition coding and formatting commands in the preparation of the Word files of the 2007 General Statutes, and the 2008 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 2007 General Statutes electronic pages, and the 2008 Supplement electronic pages as required by this RFP;

(b) **Composition coding:** The following composition codes are high-lighted in the state'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;
- ^--^ or ^DM^** = em dash codes. These codes instruct the typesetter to insert an em dash in the current point size. **Note:** If the typesetter encounters two hyphens (--) together they must also compose as an em 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 quoting:** 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;

(c) **Word 2003:** The Word files of the 2007 General Statutes, and the 2008 Supplement, will be prepared using Word 2003 and, in addition to the composition codes listed above, the 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 2003 formatting will be used (e.g., justifying and centering text). The files will also include Word 2003 subscripts, bolding, italics, underscoring, etc. It is the contractor's responsibility to identify all composition codes and Word 2003 special characters and symbols, formatting commands, etc., and to interpret them correctly in the preparation of the electronic pages provided for under this RFP. The font used by the state in maintaining the files is 12 point Courier New.

ATTACHMENT A

The Connecticut General Assembly



**SAMPLE CORPORATE
RESOLUTION AND PROOF OF
AUTHORIZATION FORM**

Joint Committee on Legislative
Management

Legislative Office Building : Rm 5100

Hartford, CT 06106

(860) 240 – 0100

FAX: (860) 240 – 0122

Title: 2007 – 2008 CT General Statutes and Supplement Composition and HTML Services

Name of Vendor: _____

Evaluation Contact: _____

Date: _____

The proposer has the option of submitting either a corporate resolution or proof of authorization similar to those below. The proposer is not required to use the wording below, but must ensure that all the information below is included with the document meant to satisfy this requirement.

SAMPLE CORPORATE RESOLUTION

CERTIFICATION OF AUTHORITY

(DATE)

At a meeting of the Directors of (insert company name) duly called and held at (insert location of meeting) (*location of meeting*) on _____ (*day of meeting*) day of _____ (*date of meeting*), at which a quorum was present and acting, it was VOTED that

_____ (*name of authorized signer*), the
_____ (*title of authorized signer*) of the Corporation is hereby authorized and empowered to make, enter into, sign, seal and deliver in behalf of this Corporation a contract for _____ (*description of project or services*) with the Connecticut General Assembly, Joint Committee on Legislative Management in connection with said contract.

I do hereby certify that the above is a true and correct copy of the record, that said vote has not been amended or repealed and is in full force and effect as of this date and that

_____ (*name of authorized signer*), is duly elected
_____ (*title of authorized signer*) of this Corporation.

Attest: _____ (*Signature of Clerk*)
(*Affix Corporate Seal Here*) (*Printed Name of Clerk*)
Date: (*Date of meeting*) Clerk

SAMPLE PROOF OF AUTHORIZATION

PROOF OF AUTHORIZATION

(*LOCATION*)
(*DATE*)

On this _____ (*day of authorization*) day of _____ (*date of authorization*), before me personally came _____ (*name of authorized signer*), to me known, who being by me duly sworn, did state he resides in _____ (*state of residence*); that he is the _____ (*title of authorized signer*) of _____ (*company name*); and that he has authorization to submit this proposal and enter into a contract for _____ (*description of services or project*).

Attest:
(*Affix Corporate Seal Here*)

Date: (*Date of notary signature*) _____ (*Signature of Notary*)

(*Printed Name of Notary*)
Notary Public, (*State of Commission*)
Commission Expires: (*Date commission expires*)



ATTACHMENT B

The Connecticut General Assembly
Joint Committee on Legislative
Management
Legislative Office Building – Room 5100
Hartford, CT 06106
(860) 240 – 0100 FAX: (860) 240 - 0122

CERTIFICATION FORM

Title: 2007 – 2008 CT General Statutes and Supplement Composition and HTML Services

Date:

Vendor Name:

Page: 1 of 1

IN WITNESS WHEREOF, the undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish these services and/or commodities to the General Assembly as listed in the Request for Proposal in accordance with the following guidelines:

Independent Price Determinations and Offer of Gratuities:

1. The costs proposed have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such process with any other organization or with any competitor;
2. Unless otherwise required by law, the costs quoted have not been knowingly disclosed by the proposer on a prior basis directly or indirectly to any other organization or to any competitor;
3. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
4. The proposer has no knowledge of the specific proposal contents prior to actual receipt of the Proposal;
5. The proposer certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this procurement. Any contract arising from this procurement may be terminated by the state if it is determined that gratuities in excess of those allowed under Chapter 10 of the Connecticut General Statutes (Code of Ethics for Public Officials) were either offered to or received by any of the aforementioned officials or employees from the contractor's agent or the contractor's employee(s).

The proposer agrees to furnish these services and/or commodities to the Connecticut General Assembly as listed in the Request for Proposal at the prices indicated on Attachments F and G.

SIGNED AND DATED this _____ day of _____

Company: _____

Address: _____

Signature: _____ Date: _____

Name (Printed): _____

Title: _____

Telephone No: _____ Fax No: _____

Federal Employer Identification No: _____



ATTACHMENT C

The Connecticut General Assembly
Joint Committee on Legislative
Management
Legislative Office Building – Room 5100
Hartford, CT 06106
(860) 240 – 0100 FAX: (860) 240 - 0122

INSURANCE CERTIFICATE

Title: 2007 – 2008 CT General Statutes and Supplement Composition and HTML Services

Revised: 1/2006

Page: 1 of 1

1. The successful proposer shall carry in force for the duration of this agreement the following insurance:

- (a) All statutory insurance, i.e. worker's compensation and unemployment insurance.
- (b) Bodily injury, occupational sickness or disease, or death of his employees; bodily injury, sickness or disease, or death of any person other than his employees and claims insured by usual personal injury liability coverage.
- (c) Damage because of injury to, disappearance, or destruction of tangible property, including the loss of use resulting therefrom.

2. The Comprehensive General Liability Limits Shall Be:

Bodily Injury:	\$500,000 each person, \$1,000,000 each occurrence
Property Damage:	\$1,000,000 each occurrence

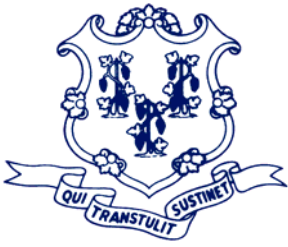
3. Automobile and/or truck use on the premises for deliveries, etc., shall require Comprehensive Automobile Insurance with coverage not less than:

Bodily Injury:	\$500,000 each person, \$1,000,000 each occurrence
Property Damage:	\$1,000,000 each occurrence

4. The insurance certificate shall indicate that the contractor name the Joint Committee on Legislative management as an additional insured and shall defend and save harmless the Joint Committee on Legislative Management from actions, suits, or other legal proceedings that may be instituted on such claims or demands.

5. The insurance certificate shall also indicate that policies may not be canceled without at least 15 days prior notice to the Joint Committee on Legislative Management.

6. The successful vendor shall deliver to the Joint Committee on Legislative Management all required certificates of insurance prior to the award of the contract.



**GIFT CERTIFICATION
ATTACHMENT D**

The Connecticut General Assembly
Joint Committee on Legislative Management
300 Capitol Avenue
Legislative Office Building – Room 5100
Hartford, CT 06106
(860) 240 – 0100 FAX: (860) 240 - 0122

Title: 2007-2008 CT General Statutes and
Supplement Composition and HTML
Services

Gift certification to accompany State Contracts with a value of \$50,000 or more in a calendar or fiscal year, pursuant Conn. Gen. Stat. §§ 4-250 and 4-252 as discussed in 5.1.1(f) of this RFP .

I, _____ (Type/Print Name of Official authorized to execute the contract) am authorized to execute the attached contract on behalf of the _____ (Name of Organization), the “Contractor”. I hereby certify that between May 8, 2006 through the contract execution date that neither myself, the Contractor, nor any of its principals or key personnel who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation of this contract, nor any agent of the above, gave a gift, as defined in Conn. Gen. Stat. § 1-79(e), including a life event gift as defined in Conn. Gen. Stat. § 1-79(e)(12), to (1) any public official or state employee of the contracting state agency or quasi-public agency who participated directly, extensively, and substantially in the preparation of the RFP for the contract (if applicable) or in the negotiation or award of this contract; or (2) any public official or state employee of any other state agency who has supervisory or appointing authority over the state agency or quasi-public agency executing this contract, except the gifts listed below:

<u>Name of Benefactor</u>	<u>Name of recipient</u>	<u>Gift Description</u>	<u>Value</u>	<u>Date of Gift</u>
<i>(List Information Here)</i>				

Further, neither I nor any principals or key personnel of the Contractor, nor any agent of the above, knows of any action by Contractor to circumvent such prohibition on gifts by providing for any other principals, key personnel, officials, employees of Contractor, nor any agent of the above, to provide a gift to any such public official or state employee. Further, the Contractor made its bid or proposal without fraud or collusion with any person.

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

Signature

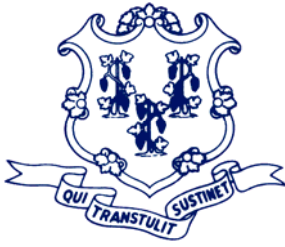
Date

[Title of Official Authorized to execute the contract]

[Name of Firm Authorized to execute the contract]

Sworn and subscribed before me on this _____ day of _____, 200__

Commissioner of the Superior Court, Notary Public



**CAMPAIGN CONTRIBUTION
CERTIFICATION**

ATTACHMENT E

Title: 2007-2008 CT General
Statutes and Supplement
Composition and HTML Services

The Connecticut General Assembly
Joint Committee on Legislative
Management
300 Capitol Avenue
Legislative Office Building – Room 5100
Hartford, CT 06106
(860) 240 – 0100 FAX: (860) 240 - 0122

Campaign contribution certification to accompany State Contracts with a value of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more in a fiscal year pursuant Conn. Gen. Stat. § 4-250 and Conn. Gen. Stat. § 9-333n and as discussed in 5.1.2 of this RFP .

I, _____ (Type/Print Name of Official
authorized to execute the contract), certify that no principal of _____
(Type/Print Name of organization) will make or solicit a contribution, on or after
December 31, 2006, in violation of the provisions of Conn. Gen. Stat. Section 9-333n,
and acknowledge that if any such contribution is made or solicited, on or after December
31, 2006, _____ (Type/Print Name of organization) shall be
disqualified from being awarded the contract described in the request for proposals or
being awarded any other state contract for one year after the election for which such
contribution is made or solicited.

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

Signature

Date

[Title of Official Authorized to execute the contract]

[Name of Firm Authorized to execute the contract]

Sworn and subscribed before me on this _____ day of _____, 200__

Commissioner of the Superior Court
Notary Public

ATTACHMENT F

PROPOSAL PRICING PAGE
2007 General Statutes, Electronic Page Composition
2007 General Statutes, Creation of Browseable HTML Version

Pricing proposed below **shall include** all charges for programming, testing, composition, labor and materials, and transportation or shipping.

(a) Composition of electronic pages from Word files of:

Tables of Contents (estimated 170 pages):	\$ _____ per page
Constitutional Documents and General Statutes (estimated 14,825 pages):	\$ _____ per page
Reference Tables (estimated 860 pages):	\$ _____ per page
Miscellaneous Pages (estimated 50 pages):	\$ _____ per page
Preface (estimated 5 pages):	\$ _____ per page
Spines and covers (total 32 pages):	\$ _____ per page

(b) Adjustment of tables and forms: \$ _____ per page

(c) Author's alterations and corrections: \$ _____ per line

(d) Recomposition or re-running of pages made necessary by adjustment of tables and forms, author's alterations, corrections, etc.: \$ _____ per page

(e) Non-automated type composition:

Input from state's manuscript:	\$ _____ per line
Production of electronic pages:	\$ _____ per page

(f) Preparation and delivery of browseable HTML version of the 2007 General Statutes: \$ _____

(g) Proposer's standard rates for any related services not covered above:

Standard payment terms are net 45 days. Please indicate any early payment discount terms that would be applicable to this project: _____ % Discount, _____ Days.

ATTACHMENT G

PROPOSAL PRICING PAGE
2008 Supplement, Electronic Page Composition
2008 Supplement, Creation of Browseable HTML Version

Pricing proposed below **shall include** all charges for programming, testing, composition, labor and materials, and transportation or shipping.

(a) Composition of electronic pages from Word files of:

Tables of Contents (estimated 28 pages):	\$_____ per page
Selected sections from the General Statutes (estimated 2,500 pages):	\$_____ per page
Reference Tables (estimated 25 pages):	\$_____ per page
Miscellaneous Pages (estimated 20 pages):	\$_____ per page
Preface (estimated 5 pages):	\$_____ per page
Spines and covers (total 6 pages):	\$_____ per page

(b) Adjustment of tables and forms: \$_____ per page

(c) Author's alterations and corrections: \$_____ per line

(d) Recomposition or re-running of pages made necessary by adjustment of tables and forms, author's alterations, corrections, etc.: \$_____ per page

(e) Non-automated type composition:

Input from state's manuscript:	\$_____ per line
Production of electronic pages:	\$_____ per page

(f) Preparation and delivery of browseable HTML version of the 2008 Supplement \$_____

(g) Proposer's standard rates for any related services not covered above:

Standard payment terms are net 45 days. Please indicate any early payment discount terms that would be applicable to this project: _____% Discount, _____ Days.

STATE OF CONNECTICUT - AGENCY VENDOR FORM

SP-26NB Rev. 4/03

IMPORTANT: ALL parts of this form must be completed, signed and returned by the vendor.

READ & COMPLETE CAREFULLY

COMPLETE VENDOR LEGAL BUSINESS NAME		Taxpayer ID # (TIN): <input type="checkbox"/> SSN <input type="checkbox"/> FEIN	
<small>WRITE/TYPE SSN/FEIN NUMBER ABOVE</small>			
BUSINESS NAME , TRADE NAME, DOING BUSINESS AS (IF DIFFERENT FROM ABOVE)			
BUSINESS ENTITY: <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC CORPORATION <input type="checkbox"/> LLC PARTNERSHIP <input type="checkbox"/> LLC SINGLE MEMBER ENTITY <input type="checkbox"/> NON-PROFIT <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETOR			
NOTE: IF INDIVIDUAL/SOLE PROPRIETOR, INDIVIDUAL'S NAME (AS OWNER) MUST APPEAR IN THE LEGAL BUSINESS NAME BLOCK ABOVE.			
BUSINESS TYPE: A. SALE OF COMMODITIES B. MEDICAL SERVICES C. ATTORNEY FEES D. RENTAL OF PROPERTY <small>(REAL ESTATE & EQUIPMENT)</small>			
E. OTHER (DESCRIBE IN DETAIL)			
UNDER THIS TIN, WHAT IS THE PRIMARY TYPE OF BUSINESS YOU PROVIDE TO THE STATE? (ENTER LETTER FROM ABOVE) →			
UNDER THIS TIN, WHAT OTHER TYPES OF BUSINESS MIGHT YOU PROVIDE TO THE STATE? (ENTER LETTER FROM ABOVE) →			
NOTE: IF YOUR BUSINESS IS A PARTNERSHIP, YOU MUST ATTACH THE NAMES AND TITLES OF ALL PARTNERS TO YOUR BID SUBMISSION.			
NOTE: IF YOUR BUSINESS IS A CORPORATION, IN WHICH STATE ARE YOU INCORPORATED?			
VENDOR ADDRESS	STREET	CITY	STATE ZIP CODE
<small>Add Additional Business Address & Contact information on back of this form.</small>			
VENDOR E-MAIL ADDRESS		VENDOR WEB SITE	
REMITTANCE INFORMATION: INDICATE BELOW THE REMITTANCE ADDRESS OF YOUR BUSINESS. <input type="checkbox"/> SAME AS VENDOR ADDRESS ABOVE.			
REMIT ADDRESS	STREET	CITY	STATE ZIP CODE
CONTACT INFORMATION: NAME (TYPE OR PRINT)			
1 ST BUSINESS PHONE:	Ext. #	HOME PHONE:	
2 ND BUSINESS PHONE:	Ext. #	1 ST PAGER:	
CELLULAR:		2 ND PAGER:	
1 ST FAX NUMBER:		TOLL FREE PHONE:	
2 ND FAX NUMBER:		TELEX:	
WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSALS ON BEHALF OF THE ABOVE NAMED VENDOR			DATE EXECUTED
← SIGN HERE			
TYPE OR PRINT NAME OF AUTHORIZED PERSON		TITLE OF AUTHORIZED PERSON	
IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE? <input type="checkbox"/> YES (ATTACH COPY OF CERTIFICATE) <input type="checkbox"/> NO			
IF YOU ARE A STATE EMPLOYEE, INDICATE YOUR POSITION, AGENCY & AGENCY ADDRESS			
FOR PURCHASE ORDER DISTRIBUTION: 1) CHECK ONLY ONE BOX BELOW 2) INPUT E-MAIL ADDRESS OR FAX # (IF CHECKED)			
<input type="checkbox"/> E-MAIL		<input type="checkbox"/> FAX	
		<input type="checkbox"/> USPS MAIL <input type="checkbox"/> EDI	
If EDI was selected, give us a person to contact in your company to set up EDI:			
NAME:			
E-MAIL ADDRESS:			
TELEPHONE NUMBER:			
FOR REQUEST FOR QUOTATION (RFQ) DISTRIBUTION: 1) CHECK ONLY ONE BOX BELOW 2) INPUT E-MAIL ADDRESS OR FAX # (IF CHECKED)			
<input type="checkbox"/> E-MAIL		<input type="checkbox"/> FAX	
		<input type="checkbox"/> USPS MAIL	

ADD FURTHER BUSINESS ADDRESS, E-MAIL & CONTACT INFORMATION ON SEPARATE SHEET IF REQUIRED

Request for Taxpayer Identification Number and Certification

Give form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	
City, state, and ZIP code		
List account number(s) here (optional)		
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number								
or								
Employer identification number								

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% after December 31, 2003; 28% after December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note: *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note: *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

Exempt payees. Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

- 9. A futures commission merchant registered with the Commodity Futures Trading Commission;
- 10. A real estate investment trust;
- 11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
- 12. A common trust fund operated by a bank under section 584(a);
- 13. A financial institution;
- 14. A middleman known in the investment community as a nominee or custodian; or
- 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, **1** through **15**.

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13 . Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹ See **Form 1099-MISC**, Miscellaneous Income, and its instructions.
² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note: See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at www.ssa.gov/online/ss5.html. You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at www.irs.gov.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ **You must show your individual name**, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

