

RFP ADDENDUM  
RFP-18 Rev. 05/07  
Prev. Rev. NEW 06/98

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES

165 Capitol Avenue, Room 5<sup>th</sup> Floor South

HARTFORD, CT 06106-1659

**Susanne Hawkins**  
*Buyer Name*

**(860) 713-5064**  
*Buyer Phone Number*

RFP NO.:  
**07PSX0079**

Proposal Due Date:  
25 May 2007

## RFP ADDENDUM #3

DESCRIPTION: Testing, Application Processing & Related Services for Occupational and Professional Licensing.

FOR:  
The Department of Consumer Protection  
165 Capitol Avenue  
Hartford, CT 06106

### PROPOSERS NOTE:

- New Contract Effective Date will be September 1, 2007.
- Reference the attached sheet that addresses contract award timeframes and site location clarifications.

This Addendum must be *Signed & Returned* with your Proposal.

\_\_\_\_\_  
*Authorized Signature of Proposer*

\_\_\_\_\_  
*Company Name*

APPROVED \_\_\_\_\_

**SUSANNE HAWKINS**

*Contract Specialist*

(Original Signature on Document in Procurement Files)

Date Issued: 18 May 2007

### **Timeframes RFP Clarifications**

The State will extend its current testing development/administration contracts by two (2) months and change the effective date of the new consolidated contract award from July 1 to September 1, 2007. Furthermore, those services listed in the RFP with an October 1 implementation date will be moved forward to January 1, 2008. The RFP calls for a vendor to assume test development and administration for more than 110 different occupational trade and professional examinations. In addition, this will provide a total of three (3) additional months to get everything in place to implement the requirements of the RFP. Furthermore upon contract award, the Department of Consumer Protection will work closely with the selected vendor to develop all of the examinations incrementally so that most are in place effective September 1, 2007, and the rest in place as soon as possible thereafter.

### **Test Locations RFP Clarifications**

Additional time will be allowed to establish test sites since the RFP will be revised to change the implementation date from July 1, 2007 to September 1, 2007. Furthermore, the State will issue notification of a contract award as quickly as possible after May 25<sup>th</sup> when proposals responses are received and evaluated in order to allow a new vendor time to make such arrangements. In RFP Addendum #1, DAS addressed the test location issue as a result of concerns raised at the April vendors' conference so that vendor-owned test sites will not be required. The Department of Consumer Protection will consider other test site arrangements as long as the Department approves them in advance.

RFP ADDENDUM  
RFP-18 Rev. 05/07  
Prev. Rev. NEW 06/98

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES

165 Capitol Avenue, Room 5<sup>th</sup> Floor South

HARTFORD, CT 06106

**Susanne Hawkins**  
*Buyer Name*

**(860) 713-5064**  
*Buyer Phone Number*

RFP NO.:  
**07PSX0079**

Proposal Due Date:  
25 May 2007

## RFP ADDENDUM #2

DESCRIPTION: Testing, Application Processing & Related Services for Occupational and Professional Licensing.

FOR:  
The Department of Consumer Protection  
165 Capitol Avenue  
Hartford, CT 06106

### PROPOSERS NOTE:

This RFP has been extended, the new RFP due date is Friday, May 25, 2007 at 2:00 PM.

**New RFP Due Date: Friday, May 25, 2007 at 2:00 PM**

This Addendum must be *Signed & Returned* with your Proposal.

\_\_\_\_\_  
*Authorized Signature of Proposer*

\_\_\_\_\_  
*Company Name*

APPROVED \_\_\_\_\_

**SUSANNE HAWKINS**

*Contract Specialist*

(Original Signature on Document in Procurement Files)

**Date Issued:** 11 May 2007

RFP ADDENDUM  
RFP-18 NEW 6/98

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES

165 Capitol Avenue, Room 5<sup>th</sup> Floor South

PO Box 150414

HARTFORD, CT 06115-0414

RFP NO.:

07PSX0079

Proposal Due Date:

15 May 2007

**Susanne Hawkins**  
*Buyer Name*

**(860) 713-5064**  
*Buyer Phone Number*

## RFP ADDENDUM #1

DESCRIPTION: **Testing, Application Processing & Related Services for Occupational and Professional Licensing.**

FOR:  
**The Department of Consumer Protection**  
165 Capitol Avenue  
Hartford, CT 06106

### PROPOSERS NOTE:

#### Clarification to RFP:

The Department has the right to enter the vendor's test sites at any time in order to monitor examination administration, inspect the test facilities, or to work with the vendor's staff.

#### Modification to RFP Specifications:

The RFP language indicates that the Department requires corporately owned and operated testing centers. The Department does prefer the use of vendor-owned test sites, however, the Department may take under its consideration third-party sites if it can be assured that exam programs are administered consistently at all sites regardless of ownership. Specifically, the use of such test sites will require advance approval by the Department.

**Attached are the responses to questions submitted at the April 27, 2007 mandatory pre-proposal meeting.**

**This Addendum must be Signed & Returned with your Proposal.**

\_\_\_\_\_  
*Authorized Signature of Proposer*

\_\_\_\_\_  
*Company Name*

APPROVED \_\_\_\_\_

**SUSANNE HAWKINS**

*Contract Specialist*

(Original Signature on Document in Procurement Files)

**Date Issued:** 3 May 2007

## **RFP #07PSX0079 Questions - Addendum #1**

**Question:** Does the State plan to include electronic background screening in the future as part of the application screening process?

**Response:** Not at this time. This could change, however, subject to new requirements from the State Legislature.

**Question:** How long does it currently take for a license application to be processed?

**Response:** Four to six business days.

**Question:** Is there a different process in place for test application screening vs. licensure screening?

**Response:** Yes.

**Question:** How is the Connecticut Business and Law manual currently produced? Does the current vendor subcontract this to a publishing firm?

**Response:** It is produced by a publishing company and the existing vendor purchases them from that vendor.

**Question:** The Price Schedule (Exhibit B) refers to "examination review." What specific services are required for exam review? We did not see any mention of this service anywhere else in the RFP.

**Response:** If an applicant does not pass a test, they may - for a fee - come back into the testing center and "...receive information regarding areas of strengths and weaknesses." (See "Test Administration/Scoring of the Examinations – 2<sup>nd</sup> paragraph).

**Question:** Does the State own any of the current Trade examination test questions? If yes, will the State be providing this content to the selected vendor?

**Response:** The State does not own any of the current Trade examination test questions. The State only owns 100 Real Estate Salesperson and Broker questions for the Connecticut-specific portion. These will be provided to the selected vendor.

**Question:** Page 39, Consecutive examinations, please clarify what the State considers consecutive examinations.

**Response:**

Candidates have the choice of taking either one or both portions of an examination on the same day.

**Question:** Could the State provide their weighting of the evaluation criteria?

**Response:** No.

**Question:** Who owns the items in the state and national item banks? How many items are in each topic code, and in what format are they maintained (e.g. Excel, Word, Access, etc.)? Will items be available to the new vendor upon contract signing?

**Response:** The national or uniform bank items belong to the vendor and are intended for use across jurisdictions. The Connecticut-specific/state items are owned by the Department and these 100 items for Real Estate will be provided to the selected vendor in a Word document.

**Question: RFP-26, page 1:** We understand the initial contract term is July 1, 2007 through June 30, 2010. What are the maximum allowable renewals?

**Response:** Maximum allowable contract renewal is up to the initial contract term of three years.

**Question: RFP-14, Proposer's Statement of Qualifications:** If a vendor has had multiple contracts with the State of Connecticut for the same services over the years, does each contract number need to be listed, or would the most recent contract number suffice?

**Response:** Proposers should provide as much information as possible to demonstrate their history. Items should include contract numbers, contract names, state agency, the agency contact persons and their phone numbers.

**Question: Sample Contract, page 18, #36 and Selection Criteria, page 40:** These sections seem to present conflicting requirements regarding proof of insurance. Should proof of insurance be submitted with the proposal or only upon contract award?

**Response:** Yes – proposals should include proof of insurance to verify that they are in compliance with- the RFP insurance requirements.

**Question: Scope of Services, page 29:** What are the various license application fees? Can the Department provide samples of forms that are to be produced and distributed to candidates by the vendor? Can the selected vendor provide such forms online for candidates to download?

**Response:** License application fees can be found in Appendix “A” of the RFP. Samples of forms can be located through the Department’s website or on both of the current testing vendors’ websites. The selected vendor can provide those forms on a website but must also send them to candidates who request them in hard copy.

**Question: Scope of Services, page 29:** Can the Department provide candidate volume by category for the past three months for real estate salesperson, broker, and appraiser examinations?

**Response:** For the month of February 2007 - 538. For the month of March 2007 - 509. For the month of April 2007 - 714. These figures include salespersons, brokers and appraisers.

**Question: Scope of Services, page 29:** Are there a maximum number of attempts to take the exam within a one-year period?

**Response:** The maximum number of times a candidate can take the exam is as follows unless otherwise stated by the Department:

Presently, Real Estate and Appraisers are allowed to take the exam 4 times per year. The year begins on the date of approval of the candidate's application. Occupational Trades candidates can take the exam three times per year. Again, the year begins on the date of approval of the candidate's application. Vendors should note that this may be changed by the legislature and that there is current legislation to change the Real Estate and Appraiser maximum number of tests in a given year.

**Question: Product and/or Service Specifications, Test Development, page 30:** Please provide clarification about Connecticut-specific examinations. Appraiser examinations are mentioned, but those are typically national portion-only, AQB-approved exams. Does the Department require a state portion for Appraiser examinations? Is there currently such a portion in use? Who owns the items? Will the new vendor have access to these items?

**Response:**

No – the Department does not require a state portion for Appraiser examinations. There is no such portion currently in use. Please note that all appraiser examinations must be AQB-approved and in compliance with the January 1, 2008 criteria.

**Question: Product and/or Service Specifications, Test Administration, page 34:** "The contractor must be willing to work with the Department on the production of written forms and instructions in several languages for use at a future time to be determined by the Department." Which languages are the Department referring to, and who would be responsible for the costs of these services?

**Response:** Spanish and others as needed. The vendor is responsible for the costs of these services.

**Question: Product and/or Service Specifications, page 37:** Please confirm that the selected vendor will be able to verify applicant information online through the Department's website.

**Response:** Yes. The Department will work out the specifics with the selected vendor.

**Question:** **Product and/or Service Specifications, page 37:** How are application fees deposited into the restricted account on a daily basis - using electronic funds transfer (EFT)?

**Response:** This is to be determined with the selected vendor.

**Question:** Please clarify the desired format of proposals. Should they be formatted using the Product and/or Service Specifications section beginning on page 30 of the RFP, the Selection Criteria listed on page 40, or the Submittal Requirements listed on page 41?

**Response:** All proposers should provide specific details on how their company meets and/or exceeds the RFP specifications in Exhibit "A" and Appendix "A". Proposals should be formatted using the Submittal Requirements listed on page 41 of the RFP. Proposals should include all required RFP forms, vendor authorization, financial information and proof of insurance certificate

**Question:** The two current contracts with different vendors are providing the services below for one contract or the other, yet are not asked for specifically in this RFP. Would the Department wish these services to continue to be delivered as part of the contract resulting from this RFP?

**Responses:**

- a) Several trades exams, including MG-1, MG-2, D-5, SC, SJ, Apprentice Equivalency, Shorthand Reporters, and the Solar Energy exams.  
**Response:** MG-1, MG-2, D-5, Apprentice Equivalency and Shorthand Reports are not included in this RFP. SC and SJ are now ST-1 and ST-2.
- b) Candidate information bulletins sent to eligible candidates.  
**Response:** Bulletins are required as mentioned in the RFP. They must be made available on the website and also in hard copy.
- c) Non-Connecticut test centers.  
**Response:** Non-Connecticut test centers may only be used with prior Department approval.
- d) Acceptance of walk-in candidates.  
**Response:** No.
- d) Certificates of Achievement for candidates.  
**Response:** This is not an expectation in this RFP and is not required.
- f) Annual examination revision/updating.  
**Response:** This is addressed in the RFP.
- g) Provision of copies of codes and reference materials used in updates to the exams.  
**Response:** The Department has asked that this information be provided.
- h) Proctor ID badges.  
**Response:** Yes.
- i) Vendor-documented policy on open-book reference materials.  
**Response:** Yes.
- j) Minimum seven year requirement for maintaining candidate information.  
**Response:** All candidate files – electronic and paper – shall be returned to the State DCP at the expiration of the contract period.



- k) Provision of a detailed procedure manual to the Department.  
**Response:** Yes.
- l) Provision of dedicated PC and software to the Department for transfer of reports.  
**Response:** No.
- m) Immediate re-scoring prior to score report issuance.  
**Response:** No.
- n) All results transmitted to the State within two business days.  
**Response:** See RFP – all results must be transmitted to the State by the next business day.
- o) Special reports, such as: two separate alphabetical lists by Boards of candidate names/add/ID numbers/scores; separate alphabetical lists of passing candidates that passed (no scores); separate alphabetical lists of passing heating/plumbing/electrical/fire journeymen candidates (no scores); separate alphabetical lists of passing heating/plumbing/electrical/fire contractor candidates (no scores); and summary statistics separated by Board.  
**Response:** This is detailed in the RFP.
- p) Two meetings per year with the State at the vendor's expense for exam review/development.  
**Response:** This is detailed in the RFP.
- q) "Item documentation" showing separate steps of item preparation during test development.  
**Response:** Yes
- r) Provision to the State of a copy of all references used to develop exams.  
**Response:** Yes.
- s) Continuing education data collection on diskette.  
**Response:** No. As stated in the RFP, this information will be exported into the Department's licensing system on a regular basis.

### **General**

**Question:** With proposals due on 5/15/2007 and with several weeks typically required to review submitted proposals, make a selection and execute the resulting contract, there will be very little implementation time for transitioning this complex program to a new vendor. Does DAS have any flexibility on the contract start date (7/1/2007) to allow a realistic program implementation that will minimize impacts on candidates and the State? When does the State plan to announce its decision?

**Response:** This RFP is a priority and once proposal evaluations are completed, it is the State's goal to make a contract award as soon as possible.

### **Test Development Services**

**Question:** The RFP requires "Connecticut-specific" components to the examinations for Occupational Trades, Real Estate, and Real Estate Appraisers. Does the State already own existing examination items for these exams?

**Response:** The Department does not own existing examination items for the Occupational Trades. It does own "Connecticut-specific" examination items for Real Estate Sales and Brokers. There are approximately 100 items for Real Estate Sales and Brokers.

**Question:** If so, how many items are available for each exam?

**Response:** The Department does not own existing examination items for the Occupational Trades. It does own “Connecticut-specific” examination items for Real Estate Sales and Brokers. There are approximately 100 items for Real Estate Sales and Brokers.

**Question:** In what format will the State provide the items?

**Response:** In a Word document.

**Question:** Will statistical data be available for the items?

**Response:** No.

### **Test Administration Services**

**Question:** Please provide more information about the State’s expectations for vendor participation in related occupational and real estate seminars.

**Response:** The vendor must participate in at least two seminars per year.

**Question:** Will the State accept a proposal that disallows cash payments?

**Response:** The Department would take this under consideration with the selected vendor.

**Question:** Cancellation at no cost immediately prior to examination time could create a significant financial hardship for vendors. Will the State accept a proposal that requires candidates to cancel/reschedule their appointments at least 2 business days in advance?

**Response:** The Department has decided that the vendor may institute a 24 hour advance notice for cancellation of a scheduled exam.

**Question:** The RFP appears to require only corporately-owned and operated testing centers. If the vendor can guarantee the quality of third-party sites and ensure that exam programs are administered consistently at all sites, regardless of ownership, will the State allow the use of these sites so that Connecticut candidates have greater scheduling flexibility in terms of times and locations?

**Response:** The Department prefers the use of vendor-owned test sites. The use of other test sites will require advance approval by the Department.

**Question:** Will the vendor be permitted to charge additional fees to support group testing events throughout the US?

**Response:** Yes with prior approval from the Department.

### **Application Processing Services**

**Question:** Is the State open to proposals that include storage of files outside the state of Connecticut?

**Response:** Electronic files that are on company servers may exist outside of Connecticut. All hard copy must stay in Connecticut unless otherwise approved by the Department.

**Question:** Please provide information on acceptable formats for scanned application files.

**Response:** TIF or multi-page TIF. Minimum 400 DPI. Black and White. All information must be scanned and certain data must be entered into the system for subsequent uploading to the Department's licensing software.

### **Continuing Education Services**

**Question:** Is the credit collection process in place now for the various programs?

**Response:** Yes - Electrical and plumbing is currently done this way by the existing vendor. Real Estate only collects continuing education credit data in conjunction with an audit.

**Question:** If so, please describe how it works or indicate where we can get additional information about the process.

**Response:** Please refer to the current vendor's website for electrical and plumbing. This is currently not applicable for real estate.

**Question:** How does the Department envision continuing education services in the contract being different from current practices?

**Response:** The Department will expect the vendor to collect 100% of licensees' continuing education credits. Traditionally, the Department has sent out letters to 10% of all licensed applicants and asked them to send in the paperwork/certificates of completion confirming their CEU's.

**Question:** The RFP indicates that continuing education pricing would be per name on rosters. Please confirm that the source of the payments would be the CE providers.

**Response:** Yes.

**Question:** What CE fees for rosters or other services are providers currently paying?

**Response:** One dollar (\$1) per person.

**Question:** How many roster entries (one licensee completing one course) have been processed in the calendar years 2004, 2005 and 2006 for each of the programs?

**Response:** The Department has approximately 15,000 electricians and plumbers, 28,000 Real Estate Salespersons, Brokers and Appraisers, and 400 Home Inspectors. These figures represent the total number of licensees. Please refer to the RFP for CEU requirements over a one or two year period.

**Question:** Does the Department expect licensees to be able to see their credit information at the vendor's website?

**Response:** No.

**Question:** Does the Department expect the credit collection process to be entirely web-based?

**Response:** Web-based but there should also be an alternative method for those that do not have the technology to access the web.

**Question:** How does the Department envision information being transmitted for completed CE courses?

**Response:** The information must be uploaded to the Department's licensing system. This will be worked out through the selected vendor, the Department and the Department's software vendor.

**Question:** Does the Department expect the vendor to analyze credits to determine licensee compliance?

**Response:** No.

**Question:** Does the Department expect the vendor to provide CE telephone services directly to licensees?

**Response:** Not for licensees - just for the school providers.

**Question:** How many providers and courses are approved for each of the various licensing programs requiring CE?

**Response:** Plumbing – 12; Electrical – 14; Home Inspectors – 32; Real Estate - 40;

**Question:** Will the vendor be provided with a file with CE provider and course information? If so, what is the format and how will it be provided?

**Response:** Yes. The Department will work with the selected vendor to determine the appropriate format.

**Question:** Will the vendor be expected to provide services regarding the pre-licensing courses?

**Response:** No.

**Question:** What publications or mailings regarding CE does the Department anticipate being required of the vendor?

**Response:** Information must be mailed out to school providers. The Department anticipates that the selected vendor will have to do several mailings to educate the school providers in the beginning. After that, the Department expects that the vendor will do at least one annual mailing to school providers.

**Question:** Please describe the expected administrative process for licensees who pass the Real Estate CE test-out examination.

**Response:** The vendor will be expected to enter the test results into the file for CEU's so that this information is subsequently uploaded to the Department's licensing system.

Susanne Hawkins  
Contract Specialist

(860)713-5064  
Telephone Number

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**  
165 Capitol Avenue, 5<sup>th</sup> Floor South  
PO Box 150414  
HARTFORD, CT 06115-0414



**NOTICE TO VENDORS:**

Logon to:

<http://www.das.state.ct.us/busopp.asp>  
click on **Subscribe** (in the eAlert column) and  
complete the form to automatically receive notification  
of new Bids & RFP's **via e-mail**.

[www.das.state.ct.us/busopp.asp](http://www.das.state.ct.us/busopp.asp)

DAS CT State Web Site

[susanne.hawkins@ct.gov](mailto:susanne.hawkins@ct.gov)

Contract Specialist E-mail Address

(860) 622-2914

Fax Number

**Request for Proposal (RFP)**

*SPECIFICATIONS & PROPOSAL DOCUMENTS ATTACHED*

RFP Number: **07PSX0079** RFP Due Date & Time: **15 May 2007 at 2:00 pm Eastern Time**

DESCRIPTION: **Testing, Application Processing & Related Services for Occupational & Professional Licensing**

*Special Instructions: Mandatory pre-proposal meeting on Friday, April 27th, 2007 at 9:00 am at 165 Capitol Avenue, Hartford, CT (Room 126).*

*NOTE: RFP's are not opened in public on the due date.*

SEALED RFP NO.: 07PSX0079

RFP DUE DATE/TIME: 15 May 2007  
2:00 PM

**Return Proposal To:**

|||||  
PROCUREMENT SERVICES  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
STATE OF CONNECTICUT  
165 CAPITOL AVE 5th FLOOR SOUTH  
PO BOX 150414  
HARTFORD CT 06115-0414

***NOTE: Always use mailing label at left on all packages when returning your response.***

Responses must be time & date stamped by DAS Procurement & cannot be accepted after specified RFP Due Date & Time.

Allow sufficient time if responding by mail.

**Hand-delivered responses must go to:**  
**DAS Customer Service, Room 110**  
**165 Capitol Avenue, Hartford, CT**

Vendors will not be admitted to state buildings without a valid photo ID.

# STATE OF CONNECTICUT

## PROPOSER'S CHECKLIST

RFP Number:  
07PSX0079

### READ CAREFULLY

*IT IS SUGGESTED THAT YOU REVIEW AND CHECK OFF EACH ACTION AS YOU COMPLETE IT.*

1. \_\_\_ The Proposal, (RFP-26) must be signed by a duly authorized representative of the company. Unsigned proposals may be rejected.
2. \_\_\_ The **Price Schedule** (SP-16) you have offered have been reviewed and verified.
3. \_\_\_ The **payment terms are Net 45 Days**. Net Terms for periods less than 45 days (Ex. Net 30) may result in proposal rejection. (You may offer cash discounts for prompt payment.)

*Exception:* State of CT Small Business Set-Aside proposal payment terms shall be in accordance with CGS 4a-60j.

4. \_\_\_ Any technical or descriptive literature, drawing or proposal samples that are required have been included with the proposal.
5. \_\_\_ If required, the amount of proposal surety has been checked and the surety has been included.
6. \_\_\_ Any addenda to the proposal have been signed and included.
7. \_\_\_ The pre-addressed mailing label has been used on your return mailing envelope or the envelope has been:
  - a. \_\_\_ marked with the Proposal Number and RFP Due Date &
  - b. \_\_\_ addressed to:

State of Connecticut  
Department of Administrative Services  
Procurement Services  
165 Capitol Avenue, 5<sup>th</sup> Floor South  
PO Box 150414  
Hartford, CT 06115-0414
8. \_\_\_ The proposal number on the pre-addressed mailing label or on your hand marked return envelope exactly matches the RFP number inside the envelope.
9. \_\_\_ Mail or hand-deliver your proposal in-time to be received and date stamped by DAS Procurement no later than the designated RFP due date and time. Hand-delivered proposals must be delivered to the DAS Customer Service Desk, Room 110, 165 Capitol Avenue, Hartford, CT. Late proposals are not accepted under any circumstances. Allow ample time if mailing in your proposal.
10. \_\_\_ Form DAS-45 Employment Information Form must be completed entirely regardless of the number of employees, even if the company is family owned and/or operated and must be submitted with each proposal or proposal may be rejected.
11. \_\_\_ This Form is not to be returned with your proposal.

**Susanne Hawkins**  
Buyer Name

**(860)713-5064**  
Buyer Phone Number

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**  
**165 Capitol Avenue, 5<sup>th</sup> Floor South**  
**PO Box 150414**  
**HARTFORD, CT 06115-0414**

RFP NO.:  
**07PSX0079**

**Standard Request for Proposal (RFP) Terms and Conditions - Page 1 of 2**

**The following Terms and Conditions govern all Request for Proposals issued by the Department of Administrative Services ("DAS"). Incorporated by reference into these Terms and Conditions are applicable provisions of the Connecticut General Statutes, including but not limited to, those in Title 4a, Chapter 58 and applicable provisions of the Regulations of Connecticut State Agencies, including but not limited to, those that begin with and follow Section 4a-52-1.**

**The contractor shall comply with the statutes and regulations as they exist on the date of their proposal and as they may be modified from time to time during the term of the contract, as it may be amended.**

**Submission of Proposals**

1. Proposals must be submitted to and received and stamped as received by DAS Procurement Services on such forms as DAS may make available. Telephone or facsimile proposals will not be accepted in response to a Request for Proposals ("RFP").

2. The time and date proposals are due is given in each RFP. Proposals received after the specified due date and time given in each RFP shall not be considered and shall be returned unopened. RFP envelopes must clearly indicate the RFP number as well as the date and time that the proposal is due. The name and address of the Proposer should appear in the upper left hand corner of the envelope.

3. Incomplete RFP forms may result in the rejection of proposals. Amendments to proposals received by DAS after the due date and time specified shall not be considered. Proposals shall be computer prepared, typewritten or handwritten in ink. Proposals submitted in pencil shall be rejected. All proposals shall be signed by a person duly authorized to sign proposals on behalf of the Proposer. Unsigned proposals may be rejected. Errors, alterations or corrections on both the original and any copies of the proposal schedule to be returned must be initialed by the person signing the proposal or their authorized designee. If an authorized designee initials the correction, there must be written authorization from the person signing the proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of the proposal for those items erased, altered or corrected and not initialed.

4. Conditional proposals are subject to rejection in whole or in part. A conditional proposal is one which limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the RFP.

5. Alternate proposals will not be considered. An alternate proposal is defined as one which is submitted in addition to the Proposer's primary response to the RFP.

6. In the event of a discrepancy between the unit price and the extension, the unit price shall govern. Prices should be extended in decimal, not fraction, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the proposal, and subject only to cash discount.

7. Pursuant to Section 12-412 of the Connecticut General Statutes, the State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in proposal prices.

8. All proposals are subject to public inspection after the execution of the contract.

9. The successful Proposer shall be bound by the terms and conditions of the form contract that is attached to the RFP, as it may be modified by agreement of the parties.

**Guaranty or Surety**

10. Proposal and or performance bonds may be required. Bonds must meet the following requirements: Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all the partners and indicate they are "doing business as"; Individual - must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

**Samples**

11. The quality of accepted samples does not supersede the specifications for quality in the RFP unless the sample is superior in quality. All deliveries shall have at least the same quality as the accepted sample.

12. Samples are furnished free of charge. Proposers must indicate if their return is desired, which DAS shall do or cause to do provided that they are returned at Proposer's sole cost and expense, FOB Proposer's destination, and that they have not been made useless by testing. If they are made useless by testing, the State may dispose of the samples as it deems to be appropriate. Samples may be held for comparison with deliveries.

**Award**

13. A contract will be awarded to the Proposer or Proposers whose proposals DAS deems to be the most advantageous to the State, in accordance with the criteria set forth in the RFP, always taking into account the quality of the goods or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility.

14. DAS may reject the proposal of any Proposer who is in default of any prior contract or is guilty of misrepresentation or any Proposer with a member of its firm in default or guilty of misrepresentation.

15. DAS may, in accordance with and pursuant to the Regulations of Connecticut State Agencies, correct inaccurate awards resulting from clerical or administrative errors.

**Susanne Hawkins**  
Buyer Name

**(860)713-5064**  
Buyer Phone Number

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**  
**165 Capitol Avenue, 5<sup>th</sup> Floor South**  
**PO Box 150414**  
**HARTFORD, CT 06115-0414**

RFP NO.:  
**07PSX0079**

**Standard Request for Proposal (RFP) Terms and Conditions - Page 2 of 2**

**Contract**

16. Section 4a-81 of the Connecticut General Statutes (the "Act") requires that this solicitation include a notice of the consulting affidavit requirements described in the Act. Accordingly, pursuant to the Act, vendors are notified as follows:

(a) No state agency shall execute a contract for the purchase of goods or services, which contract has a total value to the state of fifty thousand dollars or more in any calendar or fiscal year, unless the state agency obtains the written affidavit described in subsection (b) of this section.

(b) (1) The chief official of the vendor awarded a contract described in subsection (a) of this section or the individual awarded such contract who is authorized to execute such contract, shall attest in an affidavit as to whether any consulting agreement has been entered into in connection with such contract. Such affidavit shall be required if any duties of the consultant included communications concerning business of such state agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction or requests for information or (C) any other similar activity related to such contract. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of Chapter 10 of the Connecticut General Statutes concerning the State's Codes of Ethics, as of the date such affidavit is submitted. (2) Such affidavit shall be sworn as true to the best knowledge and belief of the person signing the certification on the affidavit and shall be subject to the penalties of false statement. (3) Such affidavit shall include the name of the consultant, the consultant's firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former state employee or public official, such affidavit shall indicate his or her former agency and the date such employment terminated. (4) Such affidavit shall be amended whenever the vendor awarded the contract enters into any new consulting agreement during the term of the contract.

(c) If a vendor refuses to submit the affidavit required under subsection (b) of this section, then the state agency shall not award the Contract to such vendor and shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.

17. Conn. Gen. Stat. § 4-252 (the "Statute") requires that the Request for Proposal, of which these Terms and Conditions are a part, include a notice of the vendor certification requirements described in the Statute.

Accordingly, pursuant to the Statute, vendors are notified as follows:

(a) The terms "gift," "quasi-public agency," "state agency," "large state contract," "principals and key personnel" and "participated substantially" as used in this section shall have the meanings set forth in the Statute.

(b) No state agency or quasi-public agency shall execute a large state contract unless the state agency or quasi-public agency obtains the written certifications described in this section. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement.

(c) The official of the person, firm or corporation awarded the contract, who is authorized to execute the contract, shall certify on such forms as the State shall provide:

(1) That no gifts were made between the date that the state agency or quasi-public agency 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 state agency or quasi-public agency 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, or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency;

(2) That no such principals and key personnel of the person, firm or corporation, or agent of such person, firm or corporation or principals and key personnel, knows of any action by the person, firm or corporation to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the person, firm or corporation to provide a gift to any such public official or state employee; and

(3) That the person, firm or corporation made the bid or proposal without fraud or collusion with any person.

(d) Any bidder or proposer that does not make the certifications required under subsection (c) of this section shall be disqualified and the state agency or quasi-public agency shall award the contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.

(e) The date that the state agency or quasi-public agency began planning the project, services procurement, lease or licensing arrangement to be covered by the contract is **1 March 2007**.

18. The existence of the contract shall be determined in accordance with the requirements set forth above. However, the award of the contract is not an order to ship. Contractors may not begin to perform under the awarded contract until the Contractor and the State have executed the contract and thereafter the Contractor receives a written purchase order from an appropriate State entity.



**Susanne Hawkins**  
*Contract Specialist*

**(860)713-5064**  
*Telephone Number*

# STATE OF CONNECTICUT

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**PROCUREMENT SERVICES**

**165 Capitol Avenue, 5<sup>th</sup> Floor South**

**PO Box 150414**

**HARTFORD, CT 06115-0414**

BID NO.:

**07PSX0079**

## Vendor Authorization Guidelines- Page 1 of 2

**All contracts must include appropriate vendor documentation that does the following three things:**

- A. Authorizes the vendor to enter into contracts,
- B. Authorizes a particular officer to execute contracts on behalf of the vendor and
- C. Evidences that the officer signing in fact holds his/her office.

**CORPORATIONS** - Appropriate vendor documentation usually involves a certificate from the Secretary or other appropriate officer setting forth a copy of a board resolution. Sometimes this is not possible, in which case the vendor should observe the following:

- 1) In lieu of the secretary's certificate, the vendors must submit:
  - a) a current certified copy of the applicable section of the corporation's bylaws which authorizes the execution of contracts by the signing person and
  - b) a current certification that the officer signing the assignment agreement in fact holds that office.
- 2) In lieu of the certified resolution or bylaws, the vendor must include a certified copy of the corporate minutes of their respective boards of directors, which must specifically authorize the person signing the assignment agreement to execute it.

NOTE: If the bylaws or resolutions cannot be found, a formal legal opinion must be obtained attesting to:

- a. the authority of the company and
- b. the officer's ability to bind the company

to enter into a contract.

**LIMITED LIABILITY COMPANIES (LLC'S)** – LLC's that do not have boards of directors, must submit the following:

- 1) a document indicating unanimous consent from all members or managers or
- 2) a certified copy of all of those relevant portions of their management agreement or operations agreement that identify which members or managers have the authority to bind the LLC in contracts. The certification must also show that the signing party is in fact a manager/member or that a manager/member has duly (in accordance with the management agreement or operations agreement) delegated signatory authority to the signing person.

If the company can't find the management agreement or operations agreement, a formal legal opinion must be obtained attesting to:

- a. the authority of the company and
- b. the signing party's ability to bind the company

to enter into a contract.

**Susanne Hawkins**  
*Contract Specialist*

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# STATE OF CONNECTICUT

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BID NO.:

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## **Vendor Authorization Guidelines- Page 2 of 2**

**PARTNERSHIPS** – Partnerships, like LLC’s, do not have boards of directors. Generally, any general partner can bind the partnership. However, it is prudent to make every effort to obtain a partnership authorization that includes some evidence of a partner’s authority to bind the partnership. This can include partnership resolutions that read very much like a corporation’s resolutions or a copy of the partnership agreement (or all relevant sections) that address the authority of partners to bind the partnership, again taking into account any limitations, or a consent from the appropriate partners. The partnership agreement governs in the same way as the LLC’s management or operations agreement.

**SOLE PROPRIETORS** - Sole Proprietors do not need to submit any documentation with regards to vendor authorization or certification. Sole Proprietors must submit a letter on company letterhead stating:

- 1) that the company holds Sole Proprietor status,
- 2) the name(s) of those authorized to execute contracts on behalf of the company and
- 3) the signature of Sole Proprietor.

**NOTE:** You may review and/or download the Vendor Authorization Guidelines and Samples from the DAS/Procurement website [www.das.state.ct.us/busopp.asp](http://www.das.state.ct.us/busopp.asp). Scroll down until you see the heading “**Vendor**” on the far right side of the screen. Then click on “**Vendor Authorization Guidelines and Samples**”.

**Susanne Hawkins**  
Contract Specialist  
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**STATE OF CONNECTICUT**  
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**165 Capitol Avenue, 5<sup>th</sup> Floor South**  
**PO BOX 150414**  
**HARTFORD, CT 06115-0414**

RFP NO. <b>07PSX0079</b>
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**Read & Complete**  
**Carefully**

Page 1 of 3

RFP NO: <b>07PSX0079</b>	RFP DUE DATE: <b>15 May 2007</b>	RFP DUE TIME: <b>2:00 PM</b>	RFP SURETY: <b>\$0.00</b>	DATE ISSUED: <b>17 April 2007</b>
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DESCRIPTION: **Testing Application Processing & Related Services for Occupational & Professional Licensing**

FOR: <b>Department of Consumer Protection</b> <b>165 Capitol Avenue</b> <b>Hartford, CT 06106</b>	TERM OF CONTRACT <b>July 1, 2007 through June 30, 2010</b>
---	---

Agency Requisition Number(s): **07PSX0079**

**REQUEST FOR PROPOSAL:** Pursuant to the provisions of Section 4a-57 of the Connecticut General Statutes as amended, Procurement Services is soliciting proposals for the State of Connecticut, at the address above for the furnishing of the subject commodities and/or services to state agencies.

**IMPORTANT: ALL pages of this form, Sections 1 through 3 must be completed, signed and returned by the proposer as part of the proposal package. Failure to submit all pages of this form may constitute grounds for rejection of your proposal.**

Section 1 of 3 - **PROPOSER INFORMATION**

COMPLETE PROPOSER LEGAL BUSINESS NAME:  PRINCIPAL PLACE OF BUSINESS:	Taxpayer ID # (TIN): <input type="checkbox"/> SSN <input type="checkbox"/> FEIN  WRITE/TYPE SSN/FEIN NUMBER ABOVE
--	---

BUSINESS NAME , TRADE NAME, DOING BUSINESS AS (IF DIFFERENT FROM ABOVE)  PRINCIPAL PLACE OF BUSINESS (IF DIFFERENT FROM ABOVE)
--

BUSINESS ENTITY: <input type="checkbox"/> LLC <input type="checkbox"/> NON-PROFIT <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETORSHIP (ATTACH NAMES AND TITLES OF ALL PARTNERS) <input type="checkbox"/> CORPORATION TYPE OF CORPORATION: - STATE ORGANIZED IN:
---

**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 (REAL ESTATE & EQUIPMENT) 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)	
--	--

WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSALS ON BEHALF OF THE ABOVE NAMED PROPOSER <b>←SIGN HERE</b>	DATE EXECUTED
---	---------------

TYPE OR PRINT NAME OF AUTHORIZED PERSON	TITLE OF AUTHORIZED PERSON
---	----------------------------

**Susanne Hawkins**  
Contract Specialist  
**(860)713-5064**  
Telephone Number

**STATE OF CONNECTICUT**  
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**PROCUREMENT SERVICES**  
  
**165 Capitol Avenue, 5<sup>th</sup> Floor South**  
**PO BOX 150414**  
**HARTFORD, CT 06115-0414**

RFP NO. <b>07PSX0079</b>
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**Read & Complete**  
**Carefully**

Section 1 of 3 - <b>PROPOSER INFORMATION</b> (CONTINUED)
--

PROPOSER ADDRESS	STREET	CITY	STATE	ZIP CODE
Add Additional Business Address information on back of this form, if needed.				
PROPOSER E-MAIL ADDRESS			PROPOSER WEB SITE	
<b>REMITTANCE INFORMATION: INDICATE BELOW THE REMITTANCE ADDRESS OF YOUR BUSINESS.</b> <input type="checkbox"/> SAME AS BIDDER ADDRESS ABOVE.				
REMIT ADDRESS	STREET	CITY	STATE	ZIP CODE

**Notice:** Provision pursuant to Section #35. Notice, for all communications as required by Section #35 of Contract 07PSX0079, provide the Proposer Contact Information below.

PROPOSER CONTACT INFORMATION:			NAME (TYPE OR PRINT)	
PROPOSER ADDRESS	STREET	CITY	STATE	ZIP CODE
Add Additional Proposer Contact & Address information on back of this form, if needed.				
1ST BUSINESS PHONE:	Ext. #	HOME PHONE:		
2ND BUSINESS PHONE:	Ext. #	1 <sup>ST</sup> PAGER:		
CELLULAR:	2 <sup>ND</sup> PAGER:			
1 <sup>ST</sup> FAX NUMBER:	TOLL FREE PHONE:			
2 <sup>ND</sup> FAX NUMBER:	TELEX:			
IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE? <input type="checkbox"/> YES (ATTACH CERTIFICATE COPY TO BID) <input type="checkbox"/> NO				
IF YOU ARE A STATE EMPLOYEE, INDICATE YOUR POSITION, AGENCY & AGENCY ADDRESS.				
<b>FOR PURCHASE ORDER DISTRIBUTION: 1) CHECK ONLY ONE BOX BELOW 2) INPUT E-MAIL ADDRESS OR FAX # (IF CHECKED)</b>				
<input type="checkbox"/> E-MAIL	<input type="checkbox"/> FAX	<input type="checkbox"/> USPS MAIL	<input type="checkbox"/> EDI	
<b>If EDI was selected, give us a person to contact in your company to set up EDI:</b>				
NAME:				
E-MAIL ADDRESS:				
TELEPHONE NUMBER:				
<b>FOR REQUEST FOR QUOTATION (RFQ) DISTRIBUTION: 1) CHECK ONLY ONE BOX BELOW 2) INPUT E-MAIL ADDRESS OR FAX # (IF CHECKED)</b>				
<input type="checkbox"/> E-MAIL	<input type="checkbox"/> FAX	<input type="checkbox"/> USPS MAIL		

**ADD FURTHER BUSINESS ADDRESS, E-MAIL & CONTACT INFORMATION BELOW OR ON BACK OF FORM IF NEEDED**

PROPOSAL  
RFP-26 Rev. 3/07  
Previous Revision 1/07

**Susanne Hawkins**  
Contract Specialist  
**(860)713-5064**  
Telephone Number

**STATE OF CONNECTICUT**  
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**PROCUREMENT SERVICES**

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RFP NO.  
**07PSX0079**

**Read & Complete**  
**Carefully**

Page 3 of 3

Section 2 of 3 - **PROPOSER DEBARMENT AND/OR SUSPENSION**

Has the proposer, any company official, or any subcontractor to the proposer, received any notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government or any governmental entity?

YES  NO

The abovesigned proposer further affirms and declares that neither the proposer and/or any company official nor any subcontractor to the proposer and/or any company official has received any notices of debarment and/or suspension from contracting with other states within the United States.

YES  NO

If the abovesigned proposer, any company official or any subcontractor to the proposer *has* received notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government or any governmental entity, said notices must be attached to this document when submitting this proposal.

Number of notices attached \_\_\_\_\_

Section 3 of 3 – **OTHER INFORMATION**

Refer to “Guidance for Vendor Authorizations” at:

[http://www.das.state.ct.us/Purchase/Info/Vendor\\_Authorization\\_and\\_Guidance\\_081106.pdf](http://www.das.state.ct.us/Purchase/Info/Vendor_Authorization_and_Guidance_081106.pdf)

Refer to “Guide to the Code of Ethics for Current or Potential State Contractors” at:

[http://www.ct.gov/ethics/lib/ethics/2006\\_guide\\_for\\_contractors.pdf](http://www.ct.gov/ethics/lib/ethics/2006_guide_for_contractors.pdf)

# STATE OF CONNECTICUT

## PROPOSER'S STATEMENT OF QUALIFICATIONS

RFP Number:  
07PSX0079

Page 1 of 2

THIS FORM WILL BE USED IN ASSESSING A PROPOSER'S QUALIFICATIONS AND TO DETERMINE IF THE PROPOSAL SUBMITTED IS FROM A RESPONSIBLE PROPOSER. STATE LAW DESIGNATES THAT CONTRACTS BE AWARDED TO THE MOST ADVANTAGEOUS PROPOSER TO THE STATE. FACTORS SUCH AS PAST PERFORMANCE, INTEGRITY OF THE PROPOSER, CONFORMITY TO THE SPECIFICATIONS, ETC. WILL BE USED IN EVALUATING PROPOSALS. ATTACH ADDITIONAL SHEETS IF NECESSARY

COMPANY NAME: \_\_\_\_\_  
&  
ADDRESS: \_\_\_\_\_

NUMBER OF YEARS COMPANY HAS BEEN ENGAGED IN BUSINESS UNDER THIS NAME: \_\_\_\_\_ YEARS

LIST ANY CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS, **THAT YOU ACTUALLY PERFORMED SERVICE AGAINST**. INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NAME AND NUMBER, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT.

<u>CONTRACT NO.</u>	<u>CONTRACT NAME</u>	<u>STATE AGENCY</u>	<u>PURCHASING AGENT</u>	<u>TEL. NO.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LIST ANY CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS. INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NAME AND NUMBER, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT.

<u>CONTRACT NO.</u>	<u>CONTRACT NAME</u>	<u>STATE AGENCY</u>	<u>PURCHASING AGENT</u>	<u>TEL. NO.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LIST OTHER NAMES YOUR COMPANY GOES BY: \_\_\_\_\_

LIST PREVIOUS COMPANY NAME (S) \_\_\_\_\_

LIST AT LEAST THREE COMPLETED PROJECTS SIMILAR IN NATURE TO THIS **REQUEST FOR PROPOSAL** WHICH DEMONSTRATES YOUR COMPANY'S ABILITY TO PERFORM THE REQUIRED SERVICES.

<u>Company Name and Address</u>	<u>Telephone No.:</u>	<u>Dollar Value:</u>
1. _____	_____	_____
_____	_____	_____
2. _____	_____	_____
_____	_____	_____
3. _____	_____	_____
_____	_____	_____

# STATE OF CONNECTICUT

## PROPOSER'S STATEMENT OF QUALIFICATIONS

**RFP Number:**  
07PSX0079

Page 2 of 2

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

SIZE OF COMPANY  
OR CORPORATION:    NUMBER OF EMPLOYEES:    FULL TIME \_\_\_\_\_    PART TIME \_\_\_\_\_

COMPANY VALUE:    EQUIPMENT ASSETS \_\_\_\_\_    TOTAL ASSETS \_\_\_\_\_

IS YOUR COMPANY REGISTERED WITH THE OFFICE OF THE CONNECTICUT SECRETARY OF STATE?     YES     NO

REGISTRATION DATE, IF AVAILABLE: \_\_\_\_\_

IF REQUESTED, WOULD YOUR COMPANY PROVIDE A "GOOD STANDING" CERTIFICATE  
ISSUED BY THE CONNECTICUT SECRETARY OF STATE'S OFFICE?     YES     NO

LIST OF EQUIPMENT TO BE USED FOR THIS SERVICE (INCLUDE MODEL, YEAR & MANUFACTURER):

<u>MODEL</u>	<u>YEAR</u>	<u>MANUFACTURER</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach additional sheets if necessary)

LIST ANY RELEVANT CERTIFICATIONS, LICENSES, REGISTRATIONS, ETC. WHICH QUALIFY YOUR COMPANY TO MEET THE REQUIREMENTS  
OF THIS RFP.

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(Attach additional sheets if necessary)

LIST ANY CRIMINAL CONVICTIONS AGAINST YOUR COMPANY AND ANY OF YOUR COMPANY'S OFFICERS,  
PRINCIPAL SHAREHOLDERS, DIRECTORS, PARTNERS, LLC MEMBERS AND LLC MANAGERS.

(Attach additional sheets if necessary)

LIST ANY ADMINISTRATIVE ACTIONS EITHER PENDING REVIEW BY THE STATE OR DETERMINATIONS THAT THE STATE HAS  
MADE REGARDING YOUR COMPANY OR ANY OF YOUR COMPANY'S OFFICERS, PRINCIPAL SHAREHOLDERS, DIRECTORS,  
PARTNERS, LLC MEMBERS OR LLC MANAGERS. THIS WOULD INCLUDE COURT JUDGEMENTS, ACTIONS, SUITS, CLAIMS,  
DEMANDS, INVESTIGATIONS AND LEGAL, ADMINISTRATIVE OR ARBITRATION PROCEEDINGS PENDING IN ANY FORUM.  
INCLUDE A LISTING OF OSHA VIOLATIONS AND ANY ACTIONS OR ORDERS PENDING OR RESOLVED WITH ANY STATE  
AGENCY SUCH AS THE DEPARTMENT OF CONSUMER PROTECTION, THE DEPARTMENT OF ENVIRONMENTAL PROTECTION,  
ETC. DETAIL THIS INFORMATION ON A SEPARATE SHEET OF PAPER. SUCH INFORMATION SHOULD BE FOR THE LAST THREE  
(3) YEARS.

(Attach additional sheets if necessary)

I HEREBY CERTIFY UNDER PENALTY OF FALSE STATEMENT THAT ALL THE INFORMATION SUPPLIED IS  
COMPLETE AND TRUE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

# STATE OF CONNECTICUT

## COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES (CHRO)

### WORKPLACE ANALYSIS AFFIRMATIVE ACTION REPORT

#### EMPLOYMENT INFORMATION FORM

**RFP Number:**  
07PSX0079

Company Name Street Address City State	Contact Person	Phone Number	Date
---	----------------	--------------	------

**Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.**

JOB CATEGORY	A OVERALL TOTALS (Sum of all columns, A-F Male & Female)	B WHITE (NOT OF HISPANIC ORIGIN)		C BLACK (NOT OF HISPANIC ORIGIN)		D HISPANIC		E ASIAN / PACIFIC ISLANDER		F AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (Skilled)											
Operatives(Semi-skilled)											
Laborers (Unskilled)											
Service Workers											
<b>TOTALS ABOVE</b>											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
--	----------

Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
---	----------

Describe your recruitment, hiring, training and promotion anti-discrimination practices.



# STATE OF CONNECTICUT

## Certificate of Compliance with Connecticut General Statute Section 31 - 57b

**RFP Number:**  
07PSX0079

I hereby certify that all of the statements herein contained below have been examined by me, and to the best of my knowledge and belief are true and correct.

The \_\_\_\_\_ **HAS / HAS NOT**  
*Company Name* (Cross out Non-applicable)

been cited for three (3) or more willful or serious or serious violations of any Occupational Safety and Health Act (OSHA) or of any standard, order or regulation promulgated pursuant to such act, during the three year period preceding the RFP, provided such violations were cited in accordance with the provisions of any State Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency of court having jurisdiction or **HAS / HAS NOT** (Cross out Non-applicable) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the RFP.

The list of violations (if applicable) is attached.

\_\_\_\_\_  
*(Name of Firm, Organization or Corporation)*

**Signed:**

\_\_\_\_\_  
*Written Signature:*

\_\_\_\_\_  
*Name Typed: (Corporation Seal)*

**Title:**

\_\_\_\_\_  
*(Title of Above Person, typed)*

**Dated:**

\_\_\_\_\_

*State of* \_\_\_\_\_ )

*County of* \_\_\_\_\_ ) **ss:** *A.D., 20* \_\_\_\_\_ )

Sworn to and personally appeared before me for the above, \_\_\_\_\_,  
*(Name of Firm, Organization, Corporation)*

Signer and Sealer of the foregoing instrument of and acknowledged the same to be the free act and deed of

\_\_\_\_\_, and his/her free act and deed as  
*(Name of Person appearing in front of Notary or Clerk)*

\_\_\_\_\_.  
*(Title of Person appearing in front of Notary or Clerk)*

My Commission Expires:

\_\_\_\_\_  
*(Notary Public) (Seal)*

**CONTRACT**  
**07PSX0079**

Between

**THE STATE OF CONNECTICUT**

Acting by its

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**AND**

---

Awarded Contractor

FOR THE PURCHASE AND SALE OF  
TESTING, APPLICATION PROCESSING & RELATED SERVICES FOR OCCUPATIONAL  
& PROFESSIONAL LICENSING

1 July 2007  
Contract Award Date

This Contract (the “Contract”) is made as of the 1st day of July, 2007, by and between, \_\_\_\_\_  
\_\_\_\_\_ (the “Contractor,”) with a principal place of business at \_\_\_\_\_  
\_\_\_\_\_, acting by \_\_\_\_\_, its \_\_\_\_\_  
\_\_\_\_\_ and the State of Connecticut, Department of Administrative Services  
 (“DAS”), with a principal place of business at 165 Capitol Ave, Hartford, Connecticut 06115,  
acting by Susanne Hawkins, its Contract Specialist, in accordance with Sections 4a-2 and 4a-51  
of the Connecticut General Statutes.

Now therefore, in consideration of these presents, and for other good and valuable consideration,  
the receipt and sufficiency of which the parties acknowledge, the Contractor and the State agree  
as follows:

1. Definitions. Unless otherwise indicated, the following terms shall have the following corresponding definitions:
  - (a) Cancellation: An end to the Contract effected pursuant to a right which the Contract creates due to a breach.
  - (b) Claims: All actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum.
  - (c) Client Agency: Department of Consumer Protection
  - (d) Contract: The agreement, as of its effective date, between the Proposer and the State for any or all Goods or Services at the Proposal price.
  - (e) Contractor: A person or entity who submits a Proposal and who executes a Contract.
  - (f) Contractor Parties: A Contractor’s members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Contractor is in privity of oral or written contract and the Contractor intends for such other person or entity to Perform under the Contract in any capacity.
  - (g) Day: All calendar days other than Saturdays, Sundays and days designated as national or State of Connecticut holidays upon which banks in Connecticut are closed.
  - (h) Expiration: An end to the Contract due to the completion in full of the mutual performances of the parties or due to the Contract’s term being completed.
  - (i) Force Majeure: Events that materially affect the cost of the Goods or Services or the time schedule within which to Perform and are outside the control of the party asserting that such an event has occurred, including, but not limited to, labor troubles unrelated to the Contractor, failure of or inadequate permanent power, unavoidable casualties, fire not caused by the Contractor, extraordinary weather conditions, disasters, riots, acts of God, insurrection or war.
  - (j) Goods: For purposes of the Contract, all things which are movable at the time that the Contract is effective and which include, without limiting this definition, supplies, materials and equipment, as specified in the Request for Proposals and set forth in Exhibit A.

- (k) Goods or Services: Goods, Services or both, as specified in the Request for Proposals and set forth in Exhibit A.
  - (l) Proposal: A Proposer’s submittal in response to a Request for Proposals.
  - (m) Proposer Parties: A Proposer’s members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Proposer is in privity of oral or written contract and the Proposer intends for such other person or entity to Perform under the Contract in any capacity.
  - (n) Records: All working papers and such other information and materials as may have been accumulated by the Contractor in performing the Contract, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries and correspondence, kept or stored in any form.
  - (o) Request for Proposals: A State request inviting proposals for Goods or Services. This Contract shall be governed by the statutes, regulations and procedures of the State of Connecticut, Department of Administrative Services.
  - (p) Services: The performance of labor or work, as specified in the Request for Proposals and set forth in Exhibit A.
  - (q) State: The State of Connecticut, including DAS, the Client Agency and any office, department, board, council, commission, institution or other agency of the State.
  - (r) Termination: An end to the Contract effected pursuant to a right which the Contract creates, other than for a breach.
  - (s) Title: all ownership, title, licenses, rights and interest, including, but not limited to, perpetual use, of and to the Goods or Services.
2. Term of Contract; Contract Extension. The Contract will be in effect from \_\_\_\_\_ through \_\_\_\_\_.  
The parties may extend this Contract, prior to Termination, Expiration or Cancellation, one or more times for a combined total period not to exceed the complete length of the original term, but only in accordance with the section in this Contract concerning Contract Amendments.
3. Description of Goods or Services. The Contractor shall perform as set forth in Exhibit A. For purposes of this Contract, to perform and the performance in Exhibit A is referred to as “Perform” and the “Performance.”
4. Price Schedule, Payment Terms and Billing.
- (a) Price Schedule: Price Schedule under this Contract is set forth in Exhibit B.
  - (b) Payment Terms and Billing: Payment shall be made only after the Client Agency receives and accepts the Goods or Services and after it receives a properly completed invoice. Unless otherwise specified in the Contract, payment for all accepted Goods or Services shall be due within forty-five (45) days after acceptance of the Goods or Services, or thirty (30) days if the Contractor is a certified small contractor or minority business enterprise as defined in Conn. Gen. Stat. § 4a-60g. The Contractor shall submit an invoice to the Client Agency for the Performance. The invoice shall include detailed information for Goods or Services, delivered and performed, as

applicable, and accepted. Any late payment charges shall be calculated in accordance with the Connecticut General Statutes.

- (c) Price Adjustments: Prices for the Goods or Services listed in Exhibit B shall remain unchanged for twelve (12) months following the effective date of the Contract. The Contractor shall have the right to request a price adjustment only during the thirty (30) days immediately preceding the annual anniversary dates of the effective date of the Contract during the term of the Contract. During this thirty (30) day period, the Contractor may submit a request in writing to DAS for a price adjustment that is consistent with and relative to price changes originating with and compelled by manufacturer and/or market trends and which changes are outside of the Contractor's control. The Contractor must fully document its request, attaching to the request, without limitation, such manufacturer and market data, as support the requested adjustment. DAS may, in its sole discretion, approve or disapprove the requested adjustment, in whole or in part. Any approved adjustment shall be final and shall remain unchanged until the next annual anniversary date of the effective date of the Contract.

The Contractor shall submit all requests in accordance with Section #35. Notice. A request made to the Client Agency shall not be valid and the parties shall treat it as if the Contractor had not made the request at all. A request made to the Client Agency shall not be considered timely and shall not toll or extend the running of the thirty (30) days. The right of the Contractor to request a particular price adjustment shall lapse upon the expiration of the applicable thirty (30) days. If the Contractor fails to make a timely request, then the price shall remain unchanged from the previous year and shall continue through the next succeeding twelve (12) months and until the second annual anniversary of the effective date of the Contract, If approved, price adjustments shall become effective ten (10) days after the date of the approval. The Contractor shall honor any purchase orders issued prior to the effective date of the approval at the price in effect at the time of the issuance of the purchase order.

5. Rejected Items; Abandonment.

- (a) The Contractor may deliver, cause to be delivered, or, in any other way, bring or cause to be brought, to any State premises or other destination, Goods, as samples or otherwise, and other supplies, materials, equipment or other tangible personal property. The Agency may, by written notice and in accordance with the terms and conditions of the Contract, direct the Contractor to remove any or all such Goods ("the "Rejected Goods") and any or all other supplies, materials, equipment or other tangible personal property (collectively, the "Contractor Property") from and out of State premises and any other location which the Agency or State manages, leases or controls. The Contractor shall remove the Rejected Goods and the Contractor Property in accordance with the terms and conditions of the written notice. Failure to remove the Rejected Goods or the Contractor Property in accordance with the terms and conditions of the written notice shall mean, for itself and all Contractor Parties and Bidder Parties, that:
- (1) they have voluntarily, intentionally, unconditionally, unequivocally and absolutely abandoned and left unclaimed the Rejected Goods and Contractor Property and relinquished all ownership, title, licenses, rights, possession and interest of, in and to (collectively, "Title") the Rejected Goods and Contractor Property with the specific and express intent of (A) terminating all of their Title to the Rejected Goods and Contractor Property, (B) vesting Title to the Rejected Goods and Contractor Property in the State of Connecticut and (C) not ever reclaiming Title or any future rights of any type in and to the Rejected Goods and Contractor Property;
  - (2) there is no ignorance, inadvertence or unawareness to mitigate against the intent to abandon the Rejected Goods or Contractor Property;

- (3) they vest authority, without any further act required on their part or the Agency's part, in the Agency and the State of Connecticut to use or dispose of the Rejected Goods and Contractor Property, in the Agency's sole discretion, as if the Rejected Goods and Contractor Property were the Agency's or State's own property and in accordance with law, without incurring any liability or obligation to the Contractor or any other party;
  - (4) if the Agency or State incur any costs or expenses in connection with disposing of the Rejected Goods and Contractor Property, including, but not limited to, advertising, moving or storing the Rejected Goods and Contractor Property, auction and other activities, the Agency shall invoice the Contractor for all such cost and expenses and the Contractor shall reimburse the State no later than thirty (30) days after the date of invoice; and
  - (5) they do remise, release and forever discharge the Agency and all State of Connecticut employees, departments, commissions, boards, bureaus, agencies, instrumentalities or political subdivisions and their respective successors, heirs, executors and assigns (collectively, the "State and Its Agents") of and from all Claims which they and their respective successors or assigns, jointly or severally, ever had, now have or will have against the Agency and the State and Its Agents arising from the use or disposition of the Rejected Goods and Contractor Property.
- (b) The Contractor shall secure from each Contractor Party or Bidder Party, as appropriate, such document or instrument as necessary or appropriate as will vest in the Contractor plenary authority to bind the Contractor Parties and Bidder Parties to the full extent necessary or appropriate to give full effect to all of the terms and conditions of this section. The Contractor shall provide, no later than fifteen (15) days after receiving a request from the Agency, such information as the Agency may require to evidence, in the Agency's sole determination, compliance with this section.
6. Order and Delivery. The Contract shall bind the Contractor to furnish and deliver the Goods or Services in accordance with Exhibit A and at the prices set forth in Exhibit B. Subject to the sections in this Contract concerning Force Majeure, Termination, Cancellation Expiration and Open Market Purchases, the Contract shall bind the Client Agency to order the Goods or Services from the Contractor, and to pay for the accepted Goods or Services in accordance with Exhibit B.
7. Contract Amendments. No amendment to or modification or other alteration of the Contract, including extensions, shall be valid or binding upon the parties unless made in writing, signed by the parties and, if applicable, approved by the Connecticut Attorney General.
7. Assignment. The Contractor shall not assign any of its rights or obligations under the Contract, voluntarily or otherwise, in any manner without the prior written consent of DAS. DAS may void any purported assignment in violation of this section and declare the Contractor in breach of Contract. Any Cancellation by DAS for a breach is without prejudice to DAS's or the State's rights or possible Claims.
8. Termination, Cancellation and Expiration.
  - (a) Notwithstanding any provisions in this Contract, DAS, through a duly authorized employee, may Terminate the Contract whenever DAS makes a written determination that such Termination is in the best interests of the State. DAS shall notify the Contractor in writing of Termination pursuant to this section, which notice shall specify the effective date of Termination and the extent to which the Contractor must complete Performance under the Contract prior to such date.

- (b) Notwithstanding any provisions in this Contract, DAS, through a duly authorized employee, may, after making a written determination that the Contractor has breached the Contract, Cancel the Contract in accordance with the provisions in the Breach section of this Contract.
- (c) DAS shall send the notice of Termination or Cancellation via certified mail, return receipt requested, to the Contractor at the most current address which the Contractor has furnished to DAS for purposes of correspondence, or by hand delivery. Upon receiving such notice from DAS, the Contractor shall immediately discontinue all services affected in accordance with the notice, undertake all commercially reasonable efforts to mitigate any losses or damages, and deliver to the Client Agency all Records. The Records are deemed to be the property of the Client Agency and the Contractor shall deliver them to the Client Agency no later than thirty (30) days after the Termination, Cancellation or Expiration of the Contract or fifteen (15) days after the Contractor receives a written request from DAS for the Records. The Contractor shall deliver those Records that exist in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to, ASCII or .TXT.
- (d) Upon receipt of a written notice of Termination or Cancellation from DAS, the Contractor shall cease operations as directed by DAS in the notice, and take all actions that are necessary or appropriate, or that DAS may reasonably direct, for the protection and preservation of the Goods and any other property. Except for any work which DAS directs the Proposer to Perform in the notice prior to the effective date of Termination or Cancellation, and except as otherwise provided in the notice, the Contractor shall terminate or conclude all existing subcontracts and purchase orders and shall not enter into any further subcontracts, purchase orders or commitments.
- (e) In the case of any Termination or Cancellation, the Client Agency shall, within forty-five (45) days of the effective date of Termination or Cancellation, reimburse the Contractor for its Performance rendered and accepted by the Client Agency in accordance with Exhibit A, in addition to all actual and reasonable costs incurred after Termination or Cancellation in completing those portions of the Performance which the Contractor was required to complete by the notice. However, the Contractor is not entitled to receive and the Client Agency is not obligated to tender to the Contractor any payments for anticipated or lost profits. Upon request by DAS, the Contractor shall assign to the Client Agency, or any replacement contractor which DAS designates, all subcontracts, purchase orders and other commitments, deliver to the Client Agency all Records and other information pertaining to its Performance, and remove from State premises, whether leased or owned, all such equipment, waste material and rubbish related to its Performance as DAS may request.
- (f) For breach or violation of any of the provisions in the section concerning Representations and Warranties, DAS may Cancel the Contract in accordance with its terms and revoke any consents to assignments given as if the assignments had never been requested or consented to, without liability to the Contractor or Contractor Parties or any third party.
- (g) Upon Termination, Cancellation or Expiration of the Contract, all rights and obligations shall be null and void, so that no party shall have any further rights or obligations to any other party, except with respect to the sections which survive Termination, Cancellation or Expiration of the Contract. All representations, warranties, agreements and rights of the parties under the Contract shall survive such Termination, Cancellation or Expiration to the extent not otherwise limited in the Contract and without each one of them having to be specifically mentioned in the Contract.
- (h) Termination or Cancellation of the Contract pursuant to this section shall not be deemed to be a breach of contract by DAS.

10. Reserved

11. Breach. If either party breaches the Contract in any respect, the non-breaching party shall provide written notice of such breach to the breaching party and afford the breaching party an opportunity to cure the breach within ten (10) days from the date that the breaching party receives such notice. Any other time provided for in the notice shall trump such ten (10) days. Such right to cure period shall be extended if the non-breaching party is satisfied that the breaching party is making a good faith effort to cure but the nature of the breach is such that it cannot be cured within the right to cure period. The notice may include an effective Contract Cancellation date if the breach is not cured by the stated date and, unless otherwise modified by the non-breaching party in writing prior to the Cancellation date, no further action shall be required of any party to effect the Cancellation as of the stated date. If the notice does not set forth an effective Contract Cancellation date, then the non-breaching party may Cancel the Contract by giving the breaching party no less than twenty four (24) hours' prior written notice. If DAS believes that the Contractor has not performed according to the Contract, the Client Agency may withhold payment in whole or in part pending resolution of the Performance issue, provided that DAS notifies the Contractor in writing prior to the date that the payment would have been due in accordance with Exhibit B.

12. Waiver.

- (a) No waiver of any breach of the Contract shall be interpreted or deemed to be a waiver of any other or subsequent breach. All remedies afforded in the Contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided in the Contract or at law or in equity.
- (b) A party's failure to insist on strict performance of any provision of the Contract shall only be deemed to be a waiver of rights and remedies concerning that specific instance of Performance and shall not be deemed to be a waiver of any subsequent rights, remedies or breach.

13. Open Market Purchases. Except to the extent that the Contractor is performing within a right to cure period, failure of the Contractor to Perform within the time specified in the Contract, or failure to replace rejected or substandard Goods or fulfill unperformed Services when so requested and as the Contract provides or allows, constitutes a breach of the Contract and as a remedy for such breach, such failure shall constitute authority for DAS, if it deems it to be necessary or appropriate in its sole discretion, to Cancel the Contract and/or to purchase on the open market, Goods or Services to replace those which have been rejected, not delivered, or not performed. The Client Agency shall invoice the Contractor for all such purchases to the extent that they exceed the costs and expenses in Exhibit B and the Contractor shall pay the Client Agency's invoice immediately after receiving the invoice. If DAS does not Cancel the Contract, the Client Agency will deduct such open market purchases from the Contract quantities. However, if the Client Agency deems it to be in the best interest of the State, the Client Agency may accept and use the Goods or Services delivered which are substandard in quality, subject to an adjustment in price to be determined by the Client Agency.

14. Purchase Orders.

- (a) The Contract itself is not an authorization for the Contractor to ship Goods or begin Performance in any way. The Contractor may begin Performance only after it has received a duly issued purchase order against the Contract for Performance.
- (b) The Agency shall issue a purchase order against the Contract directly to the Contractor and to no other party.



- (c) All purchase orders shall be in written or electronic form, bear the Contract number (if any) and comply with all other State and Agency requirements, particularly the Agency's requirements concerning procurement. Purchase orders issued in compliance with such requirements shall be deemed to be duly issued.
- (d) A Contractor making delivery without a duly issued purchase order in accordance with this section does so at the Contractor's own risk.
- (e) The Agency may, in its sole discretion, deliver to the Contractor any or all duly issued purchase orders via electronic means only, such that the Agency shall not have any additional obligation to deliver to the Contractor a "hard copy" of the purchase order or a copy bearing any hand-written signature or other "original" marking.

15. Indemnification.

- (a) 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 uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the Performance of the Contract.
- (b) 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.
- (c) 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.
- (d) The Contractor shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall name the State as an additional insured on the policy and shall provide a copy of the policy to DAS and the Client Agency, except that the Contractor shall not provide a copy to DAS if the Client Agency is the State Department of Transportation, prior to the effective date of the Contract. The Contractor shall not begin Performance until the delivery of the policy to the Client Agency.
- (e) 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.
- (f) This section shall survive the Termination, Cancellation or Expiration of the Contract, and shall not be limited by reason of any insurance coverage.

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

17. Contractor Guaranties. Contractor shall:

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

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

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

20. Delivery.

- (a) Delivery shall be made as ordered and in accordance with the Contract. Unless otherwise specified in the Contract, delivery shall be to a loading dock or receiving platform. The Contractor or Contractor's shipping designee shall be responsible for removal of Goods from the carrier and placement on the Client Agency loading dock or receiving platform. The receiving personnel of the Client Agency are not required to assist in this process. The decision of DAS as to reasonable compliance with delivery terms shall be final and binding. The burden of proof of proper receipt of the order shall rest with the Contractor.

- (b) In order for the time of delivery to be extended, the Client Agency must first approve a request for extension from the time specified in the Contract, such extension applying only to the particular item or shipment.
  - (c) Goods shall be securely and properly packed for shipment, according to accepted standard commercial practice, without extra charge for packing cases, baling or sacks. The containers shall remain the property of the Client Agency unless otherwise stated in the Proposal.
  - (d) All risk of loss and damage to the Goods transfers to the Client Agency upon Title vesting in the Client Agency.
21. Goods Inspection. The Client Agency shall determine the manner and prescribe the inspection of all Goods and the tests of all samples submitted to determine whether they comply with all of the specifications in the Contract. If any Goods fail in any way to meet the specifications in the Contract, the Client Agency may, in its sole discretion, either reject it and owe nothing or accept it and pay for it on an adjusted price basis, depending on the degree to which the Goods meet the specifications. Any decision pertaining to any such failure or rejection shall be final and binding.
22. Setoff. In addition to all other remedies that DAS may have, the State, in its sole discretion, may setoff (1) any costs or expenses that the State incurs resulting from the Contractor's unexcused nonperformance under the Contract and under any other agreement or arrangement that the Contractor has with the State and (2) any other amounts that are due or may become due from the State to the Contractor, against amounts otherwise due or that may become due to the Contractor under the Contract, or under any other agreement or arrangement that the Contractor has with the State. The State's right of setoff shall not be deemed to be the State's exclusive remedy for the Contractor's or Contractor Parties' breach of the Contract, all of which shall survive any setoffs by the State.
23. Force Majeure. The State and the Contractor shall not be excused from their obligation to Perform in accordance with the Contract except in the case of Force Majeure events and as otherwise provided for in the Contract. In the case of any such exception, the nonperforming party shall give immediate written notice to the other, explaining the cause and probable duration of any such nonperformance.
24. Advertising. The Contractor shall not refer to sales to the State for advertising or promotional purposes, including, but not limited to, posting any material or data on the Internet, without DAS's prior written approval.
25. Americans With Disabilities Act. The Contractor shall be and remain in compliance with the Americans with Disabilities Act of 1990 ("Act"), to the extent applicable, during the term of the Contract. DAS may Cancel the Contract if the Contractor fails to comply with the Act.
26. Representations and Warranties. The Contractor, and the Proposer, as appropriate, represent and warrant to DAS for itself, Contractor Parties and Proposer Parties, as appropriate, that:
- (a) if they are entities, they are duly and validly existing under the laws of their respective states of organization and authorized to conduct business in the State of Connecticut in the manner contemplated by the Contract. Further, as appropriate, they have taken all necessary action to authorize the execution, delivery and Performance of the Proposal and the Contract and have the power and authority to execute, deliver and Perform their obligations under the Contract;

- (b) they will comply with all applicable State and Federal laws and municipal ordinances in satisfying their obligations to the State under and pursuant to the Contract, including, but not limited to (1) Connecticut General Statutes Title 1, Chapter 10, concerning the State's Codes of Ethics and (2) Title 4a concerning State purchasing, including, but not limited to 22a-194a concerning the use of polystyrene foam;
- (c) the execution, delivery and Performance of the Contract will not violate, be in conflict with, result in a breach of or constitute (with or without due notice and/or lapse of time) a default under any of the following, as applicable: (1) any provision of law; (2) any order of any court or the State; or (3) any indenture, agreement, document or other instrument to which it is a party or by which it may be bound;
- (d) they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any governmental entity;
- (e) as applicable, they have not, within the three years preceding the Contract, in any of their current or former jobs, been convicted of, or had a civil judgment rendered against them or against any person who would Perform under the Contract, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a transaction or contract with any governmental entity. This includes, but is not limited to, violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (f) they are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses listed above;
- (g) they have not within the three years preceding the Contract had one or more contracts with any governmental entity Cancelled;
- (h) they have not employed or retained any entity or person, other than a bona fide employee working solely for them, to solicit or secure the Contract and that they have not paid or agreed to pay any entity or person, other than a bona fide employee working solely for them, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of the Contract or any assignments made in accordance with the terms of the Contract;
- (i) to the best of their knowledge, there are no Claims involving the Proposer, Proposer Parties, Contractor or Contractor Parties that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to Perform fully under the Contract;
- (j) they shall disclose, to the best of their knowledge, to DAS in writing any Claims involving them that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to Perform fully under the Contract, no later than ten (10) Days after becoming aware or after they should have become aware of any such Claims. For purposes of the Contractor's obligation to disclose any Claims to DAS, the ten (10) Days in the section of this Contract concerning Disclosure of Contractor Parties Litigation shall run consecutively with the ten (10) Days provided for in this representation and warranty;
- (k) their participation in the Request for Proposals process is not a conflict of interest or a breach of ethics under the provisions of Title 1, Chapter 10 of the Connecticut General Statutes concerning the State's Codes of Ethics;

- (l) the Proposal was not made in connection or concert with any other person, entity or Proposer, including any affiliate (as defined in the Tangible Personal Property section of this Contract) of the Proposer, submitting a Proposal for the same Goods or Services, and is in all respects fair and without collusion or fraud;
- (m) they are able to Perform under the Contract using their own resources or the resources of a party who is not a Proposer;
- (n) the Contractor shall obtain in a written contract all of the representations and warranties in this section from any Contractor Parties and to require that provision to be included in any contracts and purchase orders with Contractor Parties;
- (o) they have paid all applicable workers' compensation second injury fund assessments concerning all previous work done in Connecticut;
- (p) they have a record of compliance with Occupational Health and Safety Administration regulations without any unabated, willful or serious violations;
- (q) they owe no unemployment compensation contributions;
- (r) they are not delinquent in the payment of any taxes owed, or, that they have filed a sales tax security bond, and they have, if and as applicable, filed for motor carrier road tax stickers and have paid all outstanding road taxes;
- (s) each Contractor Party has vested in the Contractor plenary authority to bind the Contractor Parties and Bidder Parties to the full extent necessary or appropriate to ensure full compliance with and Performance in accordance with all of the terms and conditions of the Contract and that all appropriate parties shall also provide to DAS, no later than fifteen (15) days after receiving a request from DAS, such information as DAS may require to evidence, in DAS's sole determination, compliance with this section;
- (t) except to the extent modified or abrogated in the Contract, all Title shall pass to the Client Agency upon complete installation, testing and acceptance of the Goods or Services and payment by the Client Agency;
- (u) if either party Terminates or Cancels the Contract, for any reason, they shall relinquish to the Client Agency all Title to the Goods delivered, accepted and paid for (except to the extent any invoiced amount is disputed) by the Client Agency;
- (v) with regard to third party products provided with the Goods, they shall transfer all licenses which they are permitted to transfer in accordance with the applicable third party license;
- (w) they shall not copyright, register, distribute or claim any rights in or to the Goods after the effective date of the Contract without DAS's prior written consent;
- (x) they either own or have the authority to use all Title of and to the Goods, and that such Title is not the subject of any encumbrances, liens or claims of ownership by any third party;
- (y) the Goods do not infringe or misappropriate any patent, trade secret or other intellectual property right of a third party;
- (z) the Client Agency's use of any Goods shall not infringe or misappropriate any patent, trade secret or other intellectual property right of a third party;

- (aa) if they procure any Goods, they shall sub-license such Goods and that the Client Agency shall be afforded the full benefits of any manufacturer or subcontractor licenses for the use of the Goods; and
- (bb) they shall assign or otherwise transfer to the Client Agency, or afford the Client Agency the full benefits of any manufacturer's warranty for the Goods, to the extent that such warranties are assignable or otherwise transferable to the Client Agency.

27. Representations and Warranties Concerning Motor Vehicles. If in the course of Performance or in any other way related to the Contract the Contractor at any time uses or operates “motor vehicles,” as that term is defined by Conn. Gen. Stat. §14-1(51) (including, but not limited to such services as snow plowing, sanding, hauling or delivery of materials, freight or merchandise, or the transportation of passengers), the Contractor, and the Proposer, as appropriate, represent and warrant for itself, the Contractor Parties and Proposer Parties, as appropriate, that:

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

28. Disclosure of Contractor Parties Litigation. The Contractor shall require that all Contractor Parties, as appropriate, disclose to the Contractor, to the best of their knowledge, any Claims involving the Contractor Parties that might reasonably be expected to materially adversely

affect their businesses, operations, assets, properties, financial stability, business prospects or ability to Perform fully under the Contract, no later than ten (10) Days after becoming aware or after they should have become aware of any such Claims. Disclosure shall be in writing.

29. Entirety of Contract. The Contract is the entire agreement between the parties with respect to its subject matter, and supersedes all prior agreements, proposals, offers, counteroffers and understandings of the parties, whether written or oral. The Contract has been entered into after full investigation, neither party relying upon any statement or representation by the other unless such statement or representation is specifically embodied in the Contract.
30. Exhibits. All exhibits referred to in and attached to this Contract are incorporated in this Contract by such reference and shall be deemed to be a part of it as if they had been fully set forth in it.
31. Executive Orders. The Contract is subject to the provisions of Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms, Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17<sup>th</sup>, 2006, concerning procurement of cleaning products and services, Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, all of which are incorporated into and are made a part of the Contract as if they had been fully set forth in it. At the Contractor's request, the Client Agency shall provide a copy of these orders to the Contractor.
32. Non-discrimination. References in this section to "contract" shall mean this Contract and references to "contractor" shall mean the Contractor.
  - (a) The following subsections are set forth here as required by section 4a-60 of the Connecticut General Statutes:
    - (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved;
    - (2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission;
    - (3) the contractor agrees to provide each labor union or representative of workers with which 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;
- (4) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e and 46a-68f;
  - (5) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.
- (b) 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) "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 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.
- (d) 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.
- (e) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.
- (f) The contractor shall include the provisions of section A above 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; 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.
- (g) The following subsections are set forth here as required by section 4a-60a of the Connecticut General Statutes:



- (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation;
  - (2) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;
  - (3) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56;
  - (4) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.
- (h) The contractor shall include the provisions of section G above 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; 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.
33. **Tangible Personal Property**. The Contractor on its behalf and on behalf of its Affiliates, as defined below, shall comply with the provisions of Conn. Gen. Stat. §12-411b, as follows:
- (a) For the term of the Contract, the Contractor and its Affiliates shall collect and remit to the State of Connecticut, Department of Revenue Services, any Connecticut use tax due under the provisions of Chapter 219 of the Connecticut General Statutes for items of tangible personal property sold by the Contractor or by any of its Affiliates in the same manner as if the Contractor and such Affiliates were engaged in the business of selling tangible personal property for use in Connecticut and had sufficient nexus under the provisions of Chapter 219 to be required to collect Connecticut use tax;
  - (b) A customer's payment of a use tax to the Contractor or its Affiliates relieves the customer of liability for the use tax;
  - (c) The Contractor and its Affiliates shall remit all use taxes they collect from customers on or before the due date specified in the Contract, which may not be later than the last day of the month next succeeding the end of a calendar quarter or other tax collection period during which the tax was collected;
  - (d) The Contractor and its Affiliates are not liable for use tax billed by them but not paid to them by a customer; and

- (e) Any Contractor or Affiliate who fails to remit use taxes collected on behalf of its customers by the due date specified in the Contract shall be subject to the interest and penalties provided for persons required to collect sales tax under chapter 219 of the general statutes.

For purposes of this section of the Contract, the word “Affiliate” means any person, as defined in section 12-1 of the general statutes, that controls, is controlled by, or is under common control with another person. A person controls another person if the person owns, directly or indirectly, more than ten per cent of the voting securities of the other person. The word “voting security” means a security that confers upon the holder the right to vote for the election of members of the board of directors or similar governing body of the business, or that is convertible into, or entitles the holder to receive, upon its exercise, a security that confers such a right to vote. “Voting security” includes a general partnership interest.

The Contractor represents and warrants that each of its Affiliates has vested in the Contractor plenary authority to so bind the Affiliates in any agreement with the State of Connecticut. The Contractor on its own behalf and on behalf of its Affiliates shall also provide, no later than 30 days after receiving a request by the State’s contracting authority, such information as the State may require to ensure, in the State’s sole determination, compliance with the provisions of the Act.

34. **Whistleblowing.** This Agreement is subject to the provisions of §4-61dd of the Connecticut General Statutes. In accordance with this statute, if an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to any employee of the contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of this Agreement. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (f) of such statute, each large state contractor, as defined in the statute, shall post a notice of the provisions of the statute relating to large state contractors in a conspicuous place which is readily available for viewing by the employees of the Contractor.
35. **Notice.** All notices, demands, requests, consents, approvals or other communications required or permitted to be given or which are given with respect to this Contract (for the purpose of this section collectively called “Notices”) shall be deemed to have been effected at such time as the notice is placed in the U.S. mail, first class and postage pre-paid, return receipt requested or placed with a recognized, overnight express delivery service that provides for a return receipt. All such Notices shall be in writing and shall be addressed as follows:

If to DAS:

State of Connecticut, Department of Administrative Services  
165 Capitol Ave, 5<sup>th</sup> Floor South  
PO BOX 150414  
Hartford, CT 06115  
Attention: Susanne Hawkins

If to the Contractor:

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

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

ADDRESS Line 1: \_\_\_\_\_

ADDRESS Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Attention: Company: \_\_\_\_\_

Signatory Name: \_\_\_\_\_ Title: \_\_\_\_\_

36. Insurance. Before commencing Performance, the Contractor shall obtain and maintain at its own cost and expense for the duration of the Contract, the following insurance:

(a) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include, Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the occurrence limit.

(b) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.

(c) Workers' Compensation and Employers Liability: Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 Disease – Policy limit, \$100,000 each employee.

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

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

39. Parties. To the extent that any Contractor Party or Proposer Party is to participate or Perform in any way, directly or indirectly in connection with the Proposal or the Contract, any reference in the Request for Proposals and the Contract to "Contractor" or "Proposer" shall also be deemed to include "Contractor Parties" or "Proposer Parties," respectively, as if such reference had originally specifically included "Contractor Parties" or "Proposer Parties," since it is the parties' intent for the terms "Contractor Parties" and "Proposer Parties" to be

vested with the same respective rights and obligations as the terms “Contractor” and “Proposer.”

40. **Contractor Changes.** The Contractor shall notify DAS in writing no later than ten (10) Days from the effective date of any change in:
- (a) its certificate of incorporation or other organizational document;
  - (b) more than a controlling interest in the ownership of the Contractor; or
  - (c) the individual(s) in charge of the Performance.

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

41. **Further Assurances.** The parties shall provide such information, execute and deliver any instruments and documents and take such other actions as may be necessary or reasonably requested by the other party which are not inconsistent with the provisions of this Contract and which do not involve the vesting of rights or assumption of obligations other than those provided for in the Contract, in order to give full effect to the Contract and to carry out the intent of the Contract.
42. **Audit and Inspection of Records.** The Contractor shall make all of its and the Contractor Parties’ Records available at all reasonable hours for audit and inspection by the Client Agency and the State, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State’s Attorney and their respective agents. Requests for any audit or inspection shall be in writing, at least ten (10) Days prior to the requested date. All audits and inspections shall be at the Client Agency’s expense. The State may request an audit or inspection at any time during the Contract term and for three (3) years from Termination, Cancellation or Expiration of the Contract. The Contractor shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Contractor shall cooperate with an exit conference.
43. **Background Checks.** The State may require that the Contractor and Contractor Parties undergo criminal background checks as provided for in the State of Connecticut Department of Public Safety Administration and Operations Manual or such other State document as governs procedures for background checks. The Contractor and Contractor Parties shall cooperate fully as necessary or reasonably requested with the State and its agents in connection with such background checks.
44. **Continued Performance.** The Contractor and Contractor Parties shall continue to Perform their obligations under the Contract while any dispute concerning the Contract is being resolved.

45. Working and Labor Synergies. The Contractor shall be responsible for maintaining a tranquil working relationship between the Contractor work force, the Contractor Parties and their work force, State employees, and any other contractors present at the work site. The Contractor shall quickly resolve all labor disputes which result from the Contractor's or Contractor Parties' presence at the work site, or other action under their control. Labor disputes shall not be deemed to be sufficient cause to allow the Contractor to make any claim for additional compensation for cost, expenses or any other loss or damage, nor shall those disputes be deemed to be sufficient reason to relieve the Contractor from any of its obligations under the Contract.
46. Contractor Responsibility.
- (a) The Contractor shall be responsible for the entire Performance under the Contract regardless of whether the Contractor itself performs. The Contractor shall be the sole point of contact concerning the management of the Contract, including Performance and payment issues. The Contractor is solely and completely responsible for adherence by the Contractor Parties to all applicable provisions of the Contract.
- (b) The Contractor shall exercise all reasonable care to avoid damage to the State's property or to property being made ready for the State's use, and to all property adjacent to any work site. The Contractor shall promptly report any damage, regardless of cause, to the State.
47. Severability. If any term or provision of the Contract or its application to any person, entity or circumstance shall, to any extent, be held to be invalid or unenforceable, the remainder of the Contract or the application of such term or provision shall not be affected as to persons, entities or circumstances other than those as to whom or to which it is held to be invalid or unenforceable. Each remaining term and provision of the Contract shall be valid and enforced to the fullest extent possible by law.
48. Confidential Information. The State will afford due regard to the Proposer's and Contractor's request for the protection of proprietary or confidential information which the State receives. However, all materials associated with the Proposal and the Contract are subject to the terms of the Connecticut Freedom of Information Act ("FOIA") and all corresponding rules, regulations and interpretations. In making such a request, the Proposer or Contractor may not merely state generally that the materials are proprietary or confidential in nature and not, therefore, subject to release to third parties. Those particular sentences, paragraphs, pages or sections that the vendor believes are exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with the FOIA must accompany the request. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Proposer or Contractor that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the FOIA. To the extent that any other provision or part of the Contract, especially including the Proposal, the Records and the specifications, conflicts or is in any way inconsistent with this section, this section controls and shall apply and the conflicting provision or part shall not be given effect. If the Proposer or Contractor indicates that certain documentation is submitted in confidence, by specifically and clearly marking said documentation as CONFIDENTIAL, DAS will endeavor to keep said information confidential to the extent permitted by law. DAS, however, has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information that is sought pursuant to a FOIA request. The Contractor shall have the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall DAS or the State have any liability for the disclosure of any documents or information in its possession which the State or DAS believes are required to be disclosed pursuant to the FOIA or other requirements of law.

49. Interpretation. The Contract contains numerous references to statutes and regulations. For purposes of interpretation, conflict resolution and otherwise, the content of those statutes and regulations shall govern over the content of the reference in the Contract to those statutes and regulations.
50. Cross-Default.
- (a) If the Contractor or Contractor Parties breach, default or in any way fail to Perform satisfactorily under the Contract, then DAS may, in its sole discretion, without more and without any action whatsoever required of the State, treat any such event as a breach, default or failure to perform under any or all other agreements or arrangements (“Other Agreements”) that the Contractor or Contractor Parties have with DAS. Accordingly, DAS may then exercise at its sole option any and all of its rights or remedies provided for in the Contract or Other Agreements, either selectively or collectively and without such election being deemed to prejudice any rights or remedies of DAS, as if the Contractor or Contractor Parties had suffered a breach, default or failure to perform under the Other Agreements.
- (b) If the Contractor or Contractor Parties breach, default or in any way fail to perform satisfactorily under any or all Other Agreements with DAS or the State, then DAS may, in its sole discretion, without more and without any action whatsoever required of the State, treat any such event as a breach, default or failure to Perform under the Contract. Accordingly, the State may then exercise at its sole option any and all of its rights or remedies provided for in the Other Agreements or the Contract, either selectively or collectively and without such election being deemed to prejudice any rights or remedies of DAS or the State, as if the Contractor or Contractor Parties had suffered a breach, default or failure to Perform under the Contract.
51. Disclosure of Records. The Contract may be subject to the provisions of section 1-218 of the Connecticut General Statutes. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (a) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (b) indicate that such records and files are subject to FOIA and may be disclosed by the public agency pursuant to FOIA. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with FOIA. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.
52. Summary of State Ethics Laws. Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes, the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes is incorporated by reference into and made a part of the Contract as if the summary had been fully set forth in the Contract.
53. Sovereign Immunity. The parties acknowledge and agree that nothing in the Request for Proposals or the Contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Contract. To the extent that this section conflicts with any other section, this section shall govern.
54. Time of the Essence. Time is of the essence with respect to all provisions of this Agreement that specify a time for performance; provided, however, that this provision shall not be

construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.

55. Reserved

56. Reserved

57. Health Insurance Portability and Accountability Act.

- (a) This Section may or may not apply to the Client Agency and/or DAS. If an appropriate party or entity determines that it does apply to the Client Agency, then for purposes of this Section the following definitions shall apply:
- (1) “Business Associate” shall mean the Contractor.
  - (2) “Covered Entity” shall mean DAS, the Client Agency or both, as applicable.
  - (3) “Designated Record Set” shall have the same meaning as the term “designated record set” in 45 C.F.R. § 164.501.
  - (4) “Individual” shall have the same meaning as the term “individual” in 45 C.F.R. § 160.103 and shall include a person who qualifies as a personal representative as defined in 45 C.F.R. § 164.502(g).
  - (5) “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and parts 164, subparts A and E.
  - (6) “Protected Health Information” or “PHI” shall have the same meaning as the term “protected health information” in 45 C.F.R. § 160.103, limited to information created or received by the Business Associate from or on behalf of the Covered Entity.
  - (7) “Required by Law” shall have the same meaning as the term “required by law” in 45 C.F.R. § 164.103.
  - (8) “Secretary” shall mean the Secretary of the Department of Health and Human Services or his designee.
  - (9) “More stringent” shall have the same meaning as the term “more stringent” in 45 C.F.R. § 160.202.
  - (10) “This Section of the Contract” refers to the HIPAA Section of this Contract, in its entirety.
  - (11) “Security Incident” shall have the same meaning as the term “security incident” in 45 C.F.R. § 164.304.
  - (12) “Security Rule” shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. part 160 and parts 164, subpart A and C.
- (b) If the Contactor is a Business Associate under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), the Contractor shall comply with all terms and conditions of this Section of the Contract. If the Contractor is not a Business Associate under HIPAA, this Section of the Contract does not apply to the Contractor for this Contract.

- (c) The Contractor and the Client Agency shall safeguard the use, publication and disclosure of information on all applicants for, and all clients who receive, services under the Contract in accordance with all applicable federal and state laws regarding confidentiality, which includes but is not limited to the requirements of HIPAA, more specifically with the Privacy and Security Rules at 45 C.F.R. Part 160 and Part 164, subparts A, C, and E.
- (d) The Client Agency is a “covered entity” as that term is defined in 45 C.F.R. § 160.103.
- (e) The Contractor, on behalf of the Client Agency, performs functions that involve the use or disclosure of “individually identifiable health information,” as that term is defined in 45 C.F.R. § 160.103.
- (f) The Contractor is a “business associate” of the Client Agency, as that term is defined in 45 C.F.R. § 160.103.
- (g) **Obligations and Activities of Business Associates**
  - (1) Business Associate shall not use or disclose PHI other than as permitted or required by this Section of the Contract or as Required by Law.
  - (2) Business Associate shall use appropriate safeguards to prevent use or disclosure of PHI other than as provided for in this Section of the Contract.
  - (3) Business Associate shall use administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic PHI that it creates, receives, maintains, or transmits on behalf of the Covered Entity.
  - (4) Business Associate shall mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of PHI by Business Associate in violation of this Section of the Contract.
  - (5) Business Associate shall report to Covered Entity any use or disclosure of PHI not provided for by this Section of the Contract or any Security Incident of which it becomes aware.
  - (6) Business Associate shall insure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Business Associate, on behalf of the Covered Entity, shall agree to the same restrictions and conditions that apply through this Section of the Contract to Business Associate with respect to such information.
  - (7) Business Associate shall provide access, at the request of the Covered Entity, and in the time and manner agreed to by them, to PHI in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 C.F.R. § 164.524.
  - (8) Business Associate shall make any amendments to PHI in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 C.F.R. § 164.526 at the request of the Covered Entity, and in the time and manner agreed to by them.
  - (9) Business Associate shall make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by, Business Associate on behalf of Covered Entity, available to Covered Entity or to the Secretary in a time and manner agreed to by them or



designated by the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the Privacy Rule.

- (10) Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528.
- (11) Business Associate shall provide to Covered Entity, in a time and manner agreed to by the parties, information collected in accordance with subsection 10 of this Section of the Contract, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528.
- (12) Business Associate shall comply with any State law that is More Stringent than the Privacy Rule.

(h) Permitted Uses and Disclosure by Business Associate

- (1) General Use and Disclosure. Except as otherwise limited in this Section of the Contract, Business Associate may use or disclose PHI to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in this Contract, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity.
- (2) Specific Use and Disclosure.
  - (A) Except as otherwise limited in this Section of the Contract, Business Associate may use PHI for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate.
  - (B) Except as otherwise limited in this Section of the Contract, Business Associate may disclose PHI for the proper management and administration of Business Associate, provided that disclosures are Required by Law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
  - (C) Except as otherwise limited in this Section of the Contract, Business Associate may use PHI to provide Data Aggregation services as defined in 45 C.F.R. § 164.501, to Covered Entity as permitted by 45 C.F.R. § 164.504(e)(2)(i)(B).

(i) Obligations Of Covered Entity

- (1) Covered Entity shall notify Business Associate of any limitations in its notice of privacy practices of Covered Entity, in accordance with 45 C.F.R. 164.520, or to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
- (2) Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
- (3) Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 C.F.R. § 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

- (j) Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Covered Entity, except that Business Associate may use and disclose PHI for Data Aggregation, and management and administrative activities of Business Associate, as permitted under this Section of the Contract.
- (k) Term and Termination
  - (1) The term of this Section of the Contract shall be effective as of the date the Contract is effective and shall Terminate or Expire when all of the PHI provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the termination provisions in this Section.
  - (2) Upon Covered Entity's knowledge of a material breach of this Section by Business Associate, Covered Entity shall either proceed in accordance with the Breach section of this Contract or, if neither Cancellation nor a cure is feasible, then Covered Entity shall report the breach to the Secretary.
  - (A) Effect of Termination, Cancellation and Expiration
    - Except as provided above, upon Termination, Cancellation or Expiration of this Contract, Business Associate shall return or destroy all PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to PHI that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the PHI.
  - (B) In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon documentation by Business Associate that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Section of the Contract to such PHI and limit further uses and disclosures of PHI to those purposes that make return or destruction infeasible, for as long as Business Associate maintains such PHI. Infeasibility of the return or destruction of PHI includes, but is not limited to, requirements under state or federal law that the Business Associate maintains or preserves the PHI or copies thereof.
- (l) Miscellaneous Provisions
  - (1) A reference in this Section of the Contract to a section in the Privacy Rule means the section as in effect or as amended.
  - (2) The Parties shall take such action as is necessary to amend this Section of the Contract from time to time as is necessary for Covered Entity to comply with requirements of the Privacy Rule and HIPAA.
  - (3) The respective rights and obligations of Business Associate under this section of the Contract shall survive the Termination or Cancellation of this Contract.
  - (4) This Section of the Contract shall be construed as broadly as necessary to implement and comply with the Privacy Standard. Any ambiguity in this Section of the Contract shall be resolved in favor of a meaning that complies, and is consistent with, the Privacy Standard.

(5) Covered Entity makes no warranty or representation that compliance with this Section of the Contract will be adequate or satisfactory for Business Associate's own purposes. Covered Entity shall not be liable to Business Associate for any Claim related to or arising from the unauthorized use or disclosure of PHI by Business Associate or any Contractor Parties or any other party to whom Business Associate has disclosed PHI pursuant to this Section of the Contract. Business Associate is solely responsible for all decisions made, and actions taken, by Business Associate regarding the safeguarding, use and disclosure of PHI within its possession, custody or control.

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

[AWARDED CONTRACTOR]

STATE OF CONNECTICUT  
Department of Administrative Services

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

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

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Name

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**  
**DESCRIPTION OF GOODS AND SERVICES**

**OVERVIEW**

The State of Connecticut Department of Consumer Protection issues over 210,000 licenses, registrations and permits to individuals and businesses in over 200 different categories annually. This process includes the development and administration of numerous multi-portion qualifying examinations for licensure, the receipt of applications and fees, the provision of information and materials to candidates for new licensure, and the administration of pre-licensure and continuing education programs.

The State of Connecticut Department of Consumer Protection intends to solicit and evaluate contractor proposals for the delivery of these services in order to provide them to its customers quickly, efficiently and cost-effectively. Hereinafter, the State of Connecticut Department of Consumer Protection will be referred to as the "Department".

The Department currently has two contracts in place for the development and administration of qualifying examinations for licensure - one for real estate licenses and one for occupational trade licenses. The intention of this RFP is to consolidate and expand the scope of these two contracts into one that will include related licensing functions in order to ensure efficiency and uniformity of process, and to provide "one-stop shopping" for applicants.

## **SCOPE OF SERVICES**

The intent of this RFP is to contract with **one** organization (herein referred to as the "contractor") to develop and administer qualifying examinations for licensure, collect continuing education credits issued to licensees from approved providers, collect and process license applications and fees, effectively transfer acquired data to the Department, maintain appropriate records and report on activity associated with this contract award.

### **Projected Usage and History**

#### **License Applications**

The Department estimates the need for an estimated 8,500 applications to be processed annually. Applications are valid for one year from the date of approval. Some applicants take the exam more than once before they pass.

#### **Examinations**

The Department estimates the need for the following licensure qualifying examinations to be administered annually during the contract period:

<b>Examinations</b>	<b>Est. 2007</b>	<b>2006</b>
Real Estate Salesperson	5,550	5,499
Real Estate Broker	400	402
Certified General/Residential Real Estate Appraiser	250	257
Continuing Education for Real Estate Salesperson & Broker Renewal	350	348
Occupational Trade Licensure Qualifying Examinations	5,000	4,886
TOTAL	11,550	11,392

#### **Continuing Education Credit Collection**

The Department requires the collection of credits from approved school providers on licensees who renew their respective licenses for the following categories:

<b>License</b>	<b>Est. Number of Licensees</b>	
Electrical	13,800	Annual
Plumbing & Piping Contractor	4,530	Odd Years
Plumbing & Piping Journeyman	3,200	Even Years
Real Estate Appraiser State Certified General	545	Even Years
Real Estate Appraiser State Certified Residential	925	Even Years
Real Estate Appraiser State Provisional Licensed	430	Even Years
Real Estate Broker	7,250	Even Years
Real Estate Salesperson	20,380	Even Years
TOTAL	51,060	

## **PRODUCT AND/OR SERVICE SPECIFICATIONS**

### **Contract Services Must Include:**

1. Development and administration of qualifying examinations for licensure (See Appendix "A") (Effective July 1, 2007)
2. License application processing and fee collection/processing for licenses listed on Appendix "A" (Effective October 1, 2007)
3. Collection of continuing education credits issued to licensees from approved providers, schools and organizations (Effective October 1, 2007)
4. Reporting Requirements (Effective July 1, 2007)

Contractor must perform all services pursuant to protocols, approved in advance by the Department, that ensure compliance by contractor and applicants/licensees with all applicable laws, rules and policies. In the event there is a change in any law, rule or policy that affects the licensing program during the term of the contract, contractor will adjust its performance of the services, and the applicable protocols, to the extent necessary to ensure compliance with such changes at no charge to the Department.

### **1. DEVELOP AND ADMINISTER QUALIFYING EXAMINATIONS FOR LICENSURE EFFECTIVE: JULY 1, 2007**

#### **TEST DEVELOPMENT**

##### Examinations List, General and State Specific Exams

The contractor will develop and administer the multi-portion examinations listed in Appendix "A" in accordance with the specifications promulgated by the Department. No subcontracting of test development or administration will be allowed without prior authorization from the Department.

- The contractor will develop and administer "Connecticut-Specific" examinations for qualified licensure candidates in the areas of Occupational Trades, Real Estate and Real Estate Appraisal from a prescribed list of codes, standards or references acceptable to the Department. The State portion of these examinations will be the property of the contractor and the Department. Questions will be useable by the Department after the contract expires or is terminated and shall be provided to the Department within five business days. (For a list of Connecticut-specific exams, refer to Appendix "A").
- If additional tests are added for other trades, the contractor will add those to the contract at no cost to the Department.
- The contractor will revise and update exams at the Department's request. It is estimated that updates will not occur more than three (3) times during the initial contract period.
- The contractor will host examination writing and review workshops in Connecticut at a location and time approved by the Department. All costs associated with such workshops are the responsibility of the contractor.
- The contractor must ensure that all items developed meet acceptable standards of quality.

- Content specialists will have demonstrated educational and professional skills in the said fields in order to confirm that every item is specifically relevant and consistent.
- Task analysis for examinations will closely match job tasks performed and will reflect education, knowledge and experience where applicable and contain the proper level of complexity. Each item must be consistent with the requirements of the State of Connecticut statutes, regulations, practices, references, codes and standards. The test items used must be pre-approved by the Department.
- Test items that are developed for a Connecticut-specific test will be placed in an item banking system. The principal objective of this system will be to ensure variety in questions on examinations. These test items may not be sold or given to any third parties. Questions could be from a national bank of items.
- Each candidate must receive a unique examination during every exam administration. Exams must be psychometrically equivalent (content and difficulty). Scrambling the item order is not sufficient. Test forms are not allowed. Examinations must be timed in accordance with appropriate test administration practices.

#### Specific Requirements for Real Estate

The Real Estate Appraisal tests must be approved by the Real Estate Appraisal Qualifications Board (AQB). The general portion of the Real Estate Salesperson and Broker examinations must be certified by the Association of Real Estate License Law Officials (ARELLO). Effective January 1, 2008, all appraisal tests must be compliant with AQB changes effective on that date.

#### Reference Material

All examination references, manuals and materials shall be approved by the Department. This contract shall not be a platform to promote sales of references or educational materials of any specific business enterprise.

For the Connecticut Business and Law manual for occupational professions, contractor shall produce or work with a publishing company to make this manual available to applicants. The manual shall include all related statutes, regulations and summary explanations of State and Federal governmental roles and responsibilities of contracting relating to all examination types within this contract. No subcontracting of publishing or related administration will be allowed unless otherwise approved. The manual must be approved by the Department prior to use.



### Restrictions and Ownership of Questions

No candidate name, associated addresses or contact information associated with this contact shall be sold or distributed in any form beyond the requirements needed to fulfill this contract.

## **TEST ADMINISTRATION**

### Phone/Websites/Informational Seminars/Bulletins

The contractor will establish and maintain a website and a toll-free telephone line in order to provide candidates with registration, scheduling, related examination information and application forms.

#### 1. Phones

- The call center shall operate at least from 8:30 a.m. to 5:00 p.m. Eastern Standard Time.
- Customers shall not wait more than three (3) minutes for a representative.
- After hours and during mutually agreed upon holiday periods, a voice mail messaging system will indicate hours of operation.
- In cases of unexpected high volume precluding staff availability, voice messages shall be returned within one business day.
- Telephone performance shall be monitored in an ongoing customer assessment program.

#### 2. Website

- The website will be maintained and updated on a regular basis
- The Department maintains an extensive website. Appropriate links shall be established on the contractor's and the Department's web pages
- The contractor may establish an "email the contractor" capability on the company's and Department's web pages. Email correspondence will be included in an ongoing customer assessment program as described above and inquiries shall be answered within 1 business day.
- The contractor's website must assist the public in understanding licensing requirements and the application process.

#### 3. Informational Seminars

- Contractor will participate at least four (4) times a year in related occupational and real estate seminars as directed by the Department.

#### 4. Bulletins

- The contractor will provide a "Bulletin" to individuals, schools or other parties. The Bulletin must contain a Connecticut examination procedure check-list, registration form, guidelines for license application/qualification, examination registration and scheduling procedures, examination site locations, security procedures, information on how to take the exam by computer, score reporting, duplicate score reporting, suggested study materials including reference books and annotation rules, examination content outline and information regarding special arrangements.

- Bulletins must be approved by the Department and any changes must be approved as well. The Department may request changes to the Bulletin and those changes must be made within 72 hours of receipt by the contractor.

#### Notification of Eligibility

The contractor must notify candidates of eligibility for examination within two (2) business days following application approval by sending at least a paper notification by first class mail. Testing must be available within seven (7) business days of examination registration. Candidates may test the next day after becoming eligible.

#### Fees/Refunds

The contractor shall charge each candidate a fee (as negotiated within the contract award) which will include examination and administrative costs. The contractor will collect the fee directly from the candidate. The contractor must accept all legal tender for payment for services including cash, personal checks, certified checks, bank checks, money orders and charge cards. The Department will not be liable for any expenses incurred or fees owed by the examinees.

Cancellation of scheduled exams by applicants shall be re-scheduled at no cost if they call prior to their scheduled exam time.

#### Test Centers, Location, Facility Requirements, and Hours of Operations

- The contractor will establish a minimum of two (2) different locations for examination administration within the State, as agreed upon by the Department. Locations will be in Fairfield and Hartford counties. Contractor shall take into consideration public transportation access to testing sites. The test centers will be located on property that is owned, leased, or controlled by the contractor. The location must be secured and no portion shall be used by a third party. The contractor will operate a "one-stop shopping" application/exam center at the test centers.
- The contractor will administer examinations at least six (6) days per week at the two (2) test centers. Operating hours will be at least 8:30 a.m. to 5:00 p.m. Changes in scheduling or locations will require prior Department approval.
- The contractor will provide each examination site with sufficient facilities, staff and examination materials to accommodate the anticipated number of candidates. There shall be a minimum of two (2) staff people at each testing location.
- The contractor will provide all qualified personnel necessary to proctor and administer the examinations at each test center. Test center personnel will be employees of the contractor company and not be subcontracted. All workers shall be subject to background checks at the cost of the contractor.
- Testing locations will meet State requirements for persons with disabilities. The contractor will provide special examination accommodations to persons with disabilities at the Department's request pursuant to State and Federal ADA (Americans with Disabilities Act) requirements as they are amended. The contractor will be responsible for providing an approved candidate with a reader when required. The contractor will have wheelchair access for all testing

locations and all requests for special testing arrangements must be made when the candidate registers for the examination.

- Contractor will accommodate requests from candidates for special testing arrangements subject to the Department's approval. Such requests must be made when the candidate registers for the examination and shall include but not be limited to extended test times and the provision of oral services in several languages. The contractor must be willing to work with the Department on the production of written forms and instructions in several languages for use at a future time to be determined by the Department.
- Contractor's office(s) shall be adequate in size and configuration to provide optimum services to walk-in traffic. The office(s) shall provide adequate parking.
- Contractor's office(s) shall be kept in a clean, orderly and professional manner. Contractor shall conform the offices to Department requirements that are related to efficiency, propriety and professionalism.

#### Other Testing to be Available

The contractor may offer testing at a non-Connecticut vendor-owned site, with prior approval from the Department.

The contractor will - in addition to individual test administrations outside the State of Connecticut - provide group testing sessions for larger groups throughout the United States upon request of the candidates and approval by the Department.

#### Staffing the Test Sites

Test sites must have qualified, trained, competent staff to answer questions, monitor testing and provide administrative services as required by this contract. The contractor - in conjunction with the Department - will provide proctor and other training at least annually.

- Appropriate levels of staffing will be maintained to cover unexpected absences, breaks, and scheduled time off for vacations and training. There shall be a minimum of two (2) staff people at each testing location. A qualified, trained employee will always be available on-site.

#### Testing Options

The contractor will offer all examinations with the following testing options:

- Pre-registered electronic administered testing and scoring option
- Pre-registered manual (paper/pencil) testing at a location determined by the Department with final examination scores mailed within ten business days.

#### Security

- Each candidate must present at least two forms of identification - one of which must be a picture identification bearing the signature of the candidate.
- The contractor shall issue a custom identification number to those candidates who do not wish to disclose their social security number.

- The contractor shall require that any candidate wishing to leave the testing room temporarily will be required to leave all test material in the room, sign a "Sign Out - Sign In" sheet, and receive an exit pass.
- The contractor will photograph each candidate at the test center and provide both the candidates and the Department with a unique sealed/embossed tamper-free picture examination results notification showing the candidate's name and signature line on it as the test results. The on-site results notification will contain license application information.
- The contractor will administer examinations in accordance with security measures as agreed upon by the Department and the contractor. Any and all irregularities (e.g., security compromise, environmental problems, equipment failure, etc.) occurring during a scheduled examination will be reported to the Department immediately and a written report will be submitted by the next working day following the occurrence. The contractor will conduct an investigation of any security breach, incidence of cheating or any irregularity in connection with the administration of examinations. It will analyze the facts that come to its attention and make recommendations to the Department. The contractor will immediately handle any discrepancies, unfair acts or practices regarding its examination administration that shall be reported to the Department.
- The contractor will provide continuous electronic surveillance of test centers and shall tape test sessions for security purposes. Video records of test sessions shall be retained for a period mutually agreed to by the contractor and the Department.
- The Department desires that electronic transmissions containing confidential information (e.g., files containing social security numbers) be sent in a secure format with password protection.

#### Scoring of the Examinations

For electronic testing, examinations will be scored - and the test results given directly to each candidate - at each test center on the date of the examination.

Unsuccessful examinees shall be given instructions regarding re-take exam procedures. Such individuals shall pay a test fee, but not an additional State of Connecticut fee. Applications are valid for 365 days from date of receipt. The contractor shall establish a process whereby unsuccessful examinees can receive information regarding areas of strengths and weaknesses. The contractor, upon request, shall forward to the Department a report detailing the psychometric performance of the examination.

The contractor will promptly - following each test administration - ascertain that all examination materials, used or unused, are accounted for and returned to the contractor. It will initiate procedures to recover all test materials that are not returned. All computer software or materials will be stored under secured conditions.

#### Consecutive Examinations

Candidates may choose to sit for both parts of an examination on the same day.

## **EXAMINATION CATEGORY LIST AND DESCRIPTION**

See Appendix "A" (Description of Examination and Application Categories)

## **STATE RESPONSIBILITIES - TEST DEVELOPMENT AND ADMINISTRATION**

The Department will:

- Provide to the contractor documentation for all occupational trades, real estate and real estate appraisal laws, rules and regulations currently in force in the State of Connecticut. The Department will promptly inform the contractor of, and provide documentation for, all changes to these laws, rules and regulations.
- Have the responsibility of establishing minimum qualifications and passing requirements of candidates. The contractor shall have no liability for general, special or consequential damages resulting from, or claiming to have resulted from, establishing such qualifications and requirements or from any other action by the Department.
- Direct each applicant for licensure to the contractor.
- Protect the security of the examination process by keeping under lock and key any examination materials temporarily furnished to it by the contractor.
- Not use, copy, reproduce, disclose, or otherwise transmit in any manner examination test materials (or any part thereof) temporarily furnished to it by the contractor.
- Assist in the investigation of any security problem connected with the administration of the program.
- Work with the contractor to interface with the Department's e-Licensing system.
- Appoint a liaison as a point of contact with the contractor.

### **2. PROCESS LICENSE APPLICATIONS, COLLECT AND PROCESS LICENSE FEES EFFECTIVE: OCTOBER 1, 2007**

The contractor will assess an applicant's qualifications based upon a review of application information and related documentation pursuant to the specific work rules established by the contractor and the Department for each category of licensure (see Appendix "A"). The contractor will contact the Department as needed for assistance with the processing of applications and fees. The services to be provided by the contractor shall include but not be limited to the following:

- Assemble and provide/distribute application packages to applicants, the Department, schools or other interested parties that may come into contact with potential applicants.
- Make available to applicants alternative mailing services such as facsimile and electronic transmission in addition to first class mail.
- Date all application materials upon arrival/receipt.

- Assign a unique tracking number to each applicant. The tracking number should allow establishment of an “audit trail” for funds received by the contractor and funds transferred to the Department.
- Review license applications and fees for completeness and correctness in order to assess an applicant's qualifications based on the materials submitted and specific work rules for each category of licensure. Applications will be reviewed in compliance with all applicable laws, rules, policies and protocols developed in consultation with - and approved by - the Department.
- Contact applicants to resolve deficiencies (i.e., missing signatures/information/documentation, incorrect payments, etc.). Applications that are incomplete or cannot otherwise be processed will be returned to the applicant within two (2) business days after receipt with a notification regarding the decision and a cover sheet listing the specific deficiencies and corrective actions needed.
- Refer certain applications to the Department (e.g., criminal or disciplinary history) within two (2) business days of receipt and notify the applicant of the extent of expected delay. Referrals will be based upon criteria to be specified in the "work rules" to be developed by the Department and the contractor.
- Verify licensure information by accessing records in the Department's e-Licensing System
- Annotate all application records to indicate that the correct fee was received. The Department's application fee shall be non-refundable.
- Deposit all fees collected within 24 hours of receipt into a restricted account per the Department's guidelines. Daily reconciliation reports shall be forwarded to the Department's designee in an acceptable format.
- Scan and maintain all applications and related material electronically and export them to the Department in a format acceptable to the Department. The contractor shall keep all data according to security guidelines established by the Department.
- Maintain hard-copy application files in the contractor's Connecticut offices.

**3. COLLECTION OF CONTINUING EDUCATION CREDITS ISSUED TO LICENSEES FROM APPROVED PROVIDERS, SCHOOLS AND ORGANIZATIONS  
EFFECTIVE: OCTOBER 1, 2007**

The contractor will - subject to the Department's approval - develop, design and establish appropriate links to and from approved providers/schools/organizations in order to collect/maintain student continuing education course attendance information. This will include each student's complete name, license number, course hours, school code, course title, course code and credits earned.

The contractor will create and maintain a partner website for approved schools and programs for the collection of continuing education credits.

**4. REPORT REQUIREMENTS**  
**EFFECTIVE: JULY 1, 2007**

Required Reports

The contractor will make available to the Department the following reports:

- Candidate results roster indicating candidate name, ID number, address, school code, test date, test portions, score per portion (raw and percentage) and a result indicator (Pass/Fail)
- Examination statistics summary indicating by test type, by test portion and by first time versus repeater, the number of candidates (raw and percentage) passing and failing the examination
- Examination statistics for each test center indicating passing rates by test type, test portion, and first time versus repeater
- Evaluation of the contractor's services that is completed by candidates via a survey distributed at the conclusion of every examination administration
- Candidate comment summary report listing all comments by candidates on their surveys
- Listing of all candidates who received special accommodations under the ADA which indicates candidate name, ID number, accommodation request, date approved, exam date, test portion and results.
- Listing of all candidates who received any special accommodations
- Listing of all eligible candidates who have not yet scheduled an examination appointment
- Individual school reports for each school indicating the school name and passing percentages by topic for each test type, test portion and first time versus repeater
- Special combination reports at the Department's request
- These reports must be available through a secure web browser online at the Department's convenience by the next day. The Department will have the option to run each report based on several criteria including dates and test type.

## **PROPOSAL REQUIREMENTS**

### I. Pre-Meeting Requirements

There will be a mandatory pre-proposal meeting on Friday, April 27, 2007 from 9-11am at 165 Capitol Avenue, Hartford CT (Room 126). Any and all questions will be addressed for the RFP at this meeting.

### II. Quantities and/or Usages

The Department estimates the need for an estimated 8,500 applications to be processed annually. The Department estimates 11,500 examinations to be given annually and the need for Continuing Education credits to be collected for 51,060 licensees.

### III. In the event the contract is terminated or expires:

1. The contractor shall participate in “hand-off” activities. At the end of the contractual term, the contractor will fully participate in any transition required for the Department or a new contractor to assume the various functions delineated in the contract.
2. Upon contract termination, applicant scores, summary test administration data and similar materials directly related to the performance of the contracted services shall be the property of the Department and may be reassigned to a future contractor.
3. For two (2) years from the expiration of this contract, the contractor shall avoid involvement in any examination-oriented review program for prospective candidates/examinees of the State of Connecticut Department of Consumer Protection. Prohibited activities include, but are not limited to: developing review materials, coaching prospective examinees, or giving examination-oriented presentations or seminars.



## **SELECTION CRITERIA**

This RFP in accordance with Connecticut General Statutes will be evaluated as such by DAS/Procurement Services. The award will be made to the most responsible proposer who best meets the evaluation criteria listed in the Section titled “Submittal Requirements”.

The following information, in addition to the requirements, terms and conditions identified throughout this Specifications document, will be considered as part of the selection process and items are listed in order of relevant importance:

- Overall cost for required services / Proposal Schedule Pricing
- Proposer’s ability to demonstrate their capability for providing the required testing services

The award will be made to the responsible proposer who best meets the following RFP evaluation criteria:

- Experience
- Corporate Authorization
- References
- Cost to candidates
- Proof of Insurance
- Test Development Practices
- Test Administration Options
  - Times
  - Locations
  - Registration Process
  - Testing Formats – electronic, paper and pencil, etc.
  - Security Procedures
  - Proctors
- Reports to Department of Consumer Protection
- Details of the Proposal submitted
- Developers on staff that are employees and the experience and education of each
- Financial stability of proposer including but not limited to years in business conducting such offerings within this proposal
- Ability to provide electronic transmission of data into the Department’s system

All the above information should be provided in the order as it is listed.

## **INSTRUCTIONS TO PROPOSERS**

1. Proposed Schedule
  - a. For examinations
  - b. Continuing Education administration
2. All questions will be addressed at the mandatory pre-proposal meeting on Friday, April 27, 2007 from 9-11am at 165 Capitol Avenue, Hartford CT (Room 126)
3. Sealed Proposals
  - a. Proposals must arrive in a sealed package by May 15, 2007, 2:00PM.
4. One (1) Original and Five (5) Copies of the proposal must be submitted for consideration.

## **SUBMITTAL REQUIREMENTS**

1. Applicable Content
  - a. Fee schedule
  - b. Continuing Education Fee Schedule
2. Business Information
  - a. Brief business history
  - b. Past two (2) years financial statements (if applicants wish this information to be kept confidential, this information should be placed in a sealed envelope marked "Confidential"; this information will not be made viewable to the public and will only be reviewed by the evaluation committee.)
  - c. Minimum of three (3) Client References; please include: name of company (agency), contact name, title, telephone number, email and description of work performed. Length of time contractor has held this contract shall also be included.
3. Account Management
  - a. Plan for contract management
  - b. Resumes of each individual assigned to the contract
4. Value
5. Delivery
6. Software
  - a. Submit the specific method and/or software of electronic testing with descriptions of capabilities and method of scoring.
7. Contractor should provide information on their company's current data-security procedures

## **APPENDIX “A”**

### **LIST OF EXAMINATION AND APPLICATION CATEGORIES**

Listed below are the examination/application types referenced in the specifications. If additional tests are added for other trades, the contractor will add those to the contract at no cost to the Department. Some basic business rules are shown below for each application type but more specific work rules for each will be developed by the Department with the contractor.

#### **REAL ESTATE LICENSES**

##### **Real Estate Salesperson License – Credential Prefix RES**

Real Estate Salesperson - General Portion (ARELLO certified)

Real Estate Salesperson – State Portion (Based on State-specific outline)

Application Fee: \$40.00; Initial License Fee \$245.00

Application Qualification/Documentation Required: a 60 Hour “Principles & Practices” course certificate from an approved Connecticut provider

Required Affiliation: License requires affiliation to a licensed Real Estate broker

Expiration Date: Annually on May 31<sup>st</sup>

Continuing Education Requirements: 12 hours even years

Examination Subject Matter: The holder of such license must be affiliated with any real estate broker as an independent contractor or employed by a real estate broker to list for sale, sell or offer for sale, to buy or offer to buy or to negotiate the purchase or sale or exchange of real estate, or to offer for resale, a mobile manufactured home.

##### **Real Estate Broker License – Credential Prefix REB**

Real Estate Broker - General Portion (ARELLO certified)

Real Estate Broker - State Portion (Based on State-specific outline)

Application Fee: \$60.00; Initial License Fee \$470.00

Application Qualification/Documentation Required: a 60 hour “Principles and Practices” course, a 30 hour Appraisal course and a 30 hour elective real-estate related course from an approved Connecticut provider and 2 years as a licensed Real Estate Salesperson.

Required Affiliation: None

Expiration Date: Annually on March 31<sup>st</sup>

Continuing Education Requirements: 12 hours even years

Examination Subject Matter: The holder of such license may act on behalf of another person or entity for a fee, commission or other valuable consideration to list for sale, sell, exchange buy or rent, or to offer or attempt to negotiate a sale exchange, purchase or rental of an estate or interest in real estate or a mobile manufactured home.

**Real Estate State Certified General Appraiser License - Credential Prefix RCG**

Appraisal Qualifications Board (AQB) certified

Application Fee \$45.00; Initial License Fee \$325.00

Application Qualification/Documentation Required: Per compliance with AQB requirements

Required Affiliation: None

Expiration Date: Annually on April 30th

Continuing Education Requirements: 28 hours even years

Examination Subject Matter: The scope of work for a Certified General Appraiser includes appraisal of all types of real estate without regard for transaction value.

**Real Estate State Certified Residential Appraiser License – Credential Prefix RCR**

Appraisal Qualifications Board (AQB) certified

Application Fee \$45.00; Initial License Fee \$325.00

Application Qualification/Documentation Required: Per compliance with AQB requirements

Required Affiliation: None

Expiration Date: Annually on April 30th

Continuing Education Requirements: 28 hours even years

Examination Subject Matter: The scope of work for a Certified Residential Appraiser includes appraisal of 1 to 4 family residential units without regard to transaction value or complexity

**OCCUPATIONAL TRADES LICENSES**

**Boilermaker Contractor License (BM-1) - Credential Prefix HTG**

Boilermaker Contractor – Business & Law Exam (BM-1)

Boilermaker Contractor – Technical Exam (BM-1)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Boilermaker Journeyman (Type BM-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of such license may install, erect, replace, repair or alter breeching exhaust and inlet air systems at electric generation facilities, including, but not limited to, cogeneration plants, bio-mass facilities, blast furnaces, combined cycle facilities, fossil fuel, gas and hydro power facilities, incinerators and nuclear power facilities, and shall include on site fabrication of boiler and pressure vessels under ASME Standards **unless otherwise exempted**. Requirement for this license type is two years as a licensed journeyman. Such person shall pass an examination approved by the Department of Consumer Protection.

**Boilermaker Journeyperson License (BM-2) - Credential Prefix HTG**

Boilermaker Journeyperson – Technical Exam (BM-2)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of such license may install, erect, replace, repair or alter breeching exhaust and inlet air systems at electric generation facilities, including, but not limited to, cogeneration plants, bio-mass facilities, blast furnaces, combined cycle facilities, fossil fuel, gas and hydro power facilities, incinerators and nuclear power facilities, and shall include on site fabrication of boiler and pressure vessels under ASME Standards **unless otherwise exempted**. The holder of such license may only perform such work while in the employ of a contractor licensed for such work. Such person shall have successfully completed a training program and shall have passed an examination approved by the Department of Consumer

**ELECTRICAL CONTRACTORS AND ELECTRICAL JOURNEYPERSONS**

“*Electrical work*” means the installation, erection, maintenance, alteration or repair of any wire, cable, conduit busway, raceway, support, insulator, conductor, appliance, apparatus, fixture or equipment which generates, transforms, transmits or uses electrical energy for light, heat, power or other purposes. (Section 20-330, Connecticut General Statutes)

**Electrical Unlimited Contractor License (E-1) – Credential Prefix ELC**

Electrical (Unlimited Contractor) – Business & Law Exam (E-1)

Electrical (Unlimited Contractor) – Technical Exam (E-1)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as an Electrical Unlimited Journeyperson (Type E-2)

Expiration Date: September 30th

Continuing Education Requirements: 7 hours annually

Examination Subject Matter: The holder of this license shall be permitted to do all electrical work as defined in section 20-330 of the general statutes. The requirements to qualify for this license exam shall be two (2) years as a unlimited licensed journeyperson or at least six (6) years of equivalent experience and training.

**Electrical Unlimited Journeyperson License (E-2) – Credential Prefix ELC**

Electrical (Unlimited Journeyperson) – Technical Exam (E-2)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: September 30th

Continuing Education Requirements: 7 hours annually

Examination Subject Matter: The holder of this license shall be permitted to do all electrical work as defined in section 20-330 of the Connecticut General Statutes, and only while in the employment of a properly licensed contractor. The requirement to qualify for this license exam shall be the completion of a registered apprenticeship program or at least four (4) years of equivalent experience and training.

**Electrical Limited Contractor (Low Voltage-48, Telecommunications & Data) License (C-5) – Credential Prefix ELC**

Electrical (Limited Contractor) – Business & Law Exam (C-5)

Electrical (Limited Contractor) – Technical Exam (C-5) (Low Voltage-48, Telecommunications & Data)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as an Electrical Limited Journeyman (Type C-6)

Expiration Date: September 30th

Continuing Education Requirements: 7 hours annually

Examination Subject Matter: The holder of this license may perform only work limited to low voltage, alarm or signal work, audio and sound systems, and telephone-interconnect. The voltage of any system is not to exceed forty-eight (48) volts or TEN (10) amperes where such work commences at an outlet receptacle or connection previously installed by a person holding the proper electrical license. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or at least six (6) years of equivalent experience and training.

**Electrical Limited Journeyman (Low Voltage-48, Telecommunications & Data) License (C-6) – Credential Prefix ELC**

Electrical (Limited Journeyman) – Technical Exam (C-6) (Low Voltage-48, Telecommunications & Data)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: September 30th

Continuing Education Requirements: 7 hours annually

Examination Subject Matter: The holder of this license may perform only work as defined for C-5 category and only while in the employ of a licensed electrical contractor. The requirements to qualify for this license exam shall be the completion of a registered apprenticeship program or at least four (4) years of equivalent experience and training.

**Electrical Limited Contractor (Electric Signs) License (C-7) – Credential Prefix ELC**

Electrical (Limited Contractor) – Business & Law Exam (C-7)

Electrical (Limited Contractor) – Technical Exam (C-7) (Electric Signs)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as an Electrical Limited Journeyman (Type C-8)

Expiration Date: September 30th

Continuing Education Requirements: 7 hours annually

Examination Subject Matter: The holder of this license may perform only work limited to installing, servicing, maintaining and testing electric signs where such work commences at a dedicated outlet receptacle or connection directly adjacent to such sign. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Electrical Limited Journeyman (Electric Signs) License (C-8) - Credential Prefix**

**ELC**

Electrical (Limited Journeyman) – Technical Exam (C-8) (Electric Signs)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: September 30th

Continuing Education Requirements: 7 hours annually

Examination Subject Matter: The holder of this license may perform only work limited to installing, servicing, maintaining and testing electric signs where such work commences at a dedicated outlet receptacle or connection directly adjacent to such sign and only while in the employ of a contractor licensed for such work. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Electrical Limited Contractor (Line Construction) License (L-1) – Credential Prefix**

**ELC**

Electrical (Limited Contractor) – Business & Law Exam (L-1)

Electrical (Limited Contractor) – Technical Exam (L-1) (Line Construction)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as an Electrical Limited Journeyman (Type L-2)

Expiration Date: September 30th

Continuing Education Requirements: 7 hours annually

Examination Subject Matter: The holder of this license may perform only work limited to line construction, including distribution systems, and their allied work, for public and private companies; installation, maintenance and repair of all high-voltage cable splicing and pulling wire for all systems in excess of 2,400 volts; traffic signal and highway lighting installation, maintenance and repair. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or at least six (6) years of equivalent experience and training.

**Electrical Limited Journeyman (Line Construction) License (L-2) – Credential Prefix ELC**

Electrical (Limited Journeyman) – Technical Exam (L-2) (Line Construction)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: September 30th

Continuing Education Requirements: 7 hours annually

Examination Subject Matter: The holder of this license may perform only work limited to line construction, including distribution systems, and their allied work, for public and private companies; installation, maintenance and repair of all high-voltage cable splicing and pulling wire for all systems in excess of 2,400 volts; traffic signal and highway lighting installation, maintenance and repair, and only while in the employ of a contractor licensed for such work. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or at least four (4) years of equivalent experience and training.

**Electrical Limited Contractor (Low Voltage-24) License (L-5) - Credential Prefix ELC**

Electrical (Limited Contractor) – Business & Law Exam (L-5)

Electrical (Limited Contractor) – Technical Exam (L-5) (Low Voltage-24)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as an Electrical Limited Journeyman (Type L-6)

Expiration Date: September 30th

Continuing Education Requirements: 7 hours annually

Examination Subject Matter: The holder of this license may perform only work limited to low voltage, alarm or signal work, audio and sound systems. The installation or repair of any telecommunication work is not authorized with the exception of the interface wiring from an alarm system to an existing telephone connection for monitoring purposes. The voltage of the system is not to exceed 25 volts or five amperes where such work commences at an outlet receptacle or connection previously installed by a person holding the proper electrical license. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or at least six (6) years of equivalent experience and training.

**Electrical Limited Journeyman (Low Voltage-24) License (L-6) – Credential Prefix ELC**

Electrical (Limited Journeyman) – Technical Exam (L-6) (Low Voltage – 24)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: September 30th

Continuing Education Requirements: 7 hours annually

Examination Subject Matter: The holder of this license may perform only work limited to low voltage, alarm or signal work, audio and sound systems, and only while in the employ of a contractor licensed for such work. The installation or repair of any telecommunication work is not authorized with the exception of the interface wiring from an alarm system to an existing telephone connection for monitoring purposes. The



voltage of the system is not to exceed 25 volts or five amperes where such work commences at an outlet receptacle or connection previously installed by a person holding the proper electrical license. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or at least four (4) years of equivalent experience and training.

**Electrical Limited Contractor (Photovoltaic/Solar) License (PV-1) - Credential Prefix ELC**

Electrical (Limited Contractor) – Business & Law Exam (PV-1)

Electrical (Limited Contractor) – Technical Exam (PV-1) (Photovoltaic/Solar)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as an Electrical Limited Journeyman (Type PV-2)

Expiration Date: September 30th

Continuing Education Requirements: 7 hours annually

Examination Subject Matter: The holder of this license may perform only work limited to Solar Electric systems; which means the installation, erection, repair, replacement, alteration or maintenance of photovoltaic or wind generation systems, including storage and distribution of such energy for heat, light, power or other purposes to a point immediately inside a structure or adjacent to an end use. The requirements to qualify for this license examination shall be two years as a solar journeyman or equivalent experience and training.

**Electrical Limited Journeyman (Photovoltaic/Solar) License (PV-2) – Credential Prefix ELC**

Electrical (Limited Journeyman) – Technical Exam (PV-2) (Photovoltaic/Solar)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: September 30th

Continuing Education Requirements: 7 hours annually

Examination Subject Matter: The holder of this license may perform only work limited to Solar Electric systems; which means the installation, erection, repair, replacement, alteration or maintenance of photovoltaic or wind generation systems, including storage and distribution of such energy for heat, light, power or other purposes to a point immediately inside a structure or adjacent to an end use and only while in the employ of a licensed electrical contractor. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Electrical Limited Contractor (Telecommunications & Data) (T-1) – Credential Prefix ELC**

Electrical (Limited Contractor) – Business & Law Exam (T-1)

Electrical (Limited Contractor) – Technical Exam (T-1) (Telecommunications & Data)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as an Electrical Limited Journeyman (Type T-2)

Expiration Date: September 30th

Continuing Education Requirements: 7 hours annually

Examination Subject Matter: The holder of this license may perform only work limited to telephone-interconnect systems where such work commences at an outlet receptacle or connection previously installed by a person holding the proper electrical license. The requirements to qualify for this license examination shall be licensed journeyman or at least six (6) years of equivalent experience and training.

**Electrical Limited Journeyman (Telecommunications & Data) License (T-2) – Credential Prefix ELC**

Electrical (Limited Journeyman) – Technical Exam (T-2) (Telecommunications & Data)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: September 30th

Continuing Education Requirements: 7 hours annually

Examination Subject Matter: The holder of this license may perform only work limited to telephone-interconnect systems where such work commences at an outlet receptacle or connection previously installed by a person holding the proper electrical license. And only while in the employ of a licensed electrical contractor. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or at least four (4) years of equivalent experience and training or five (5) years as a registered public service technician.

**ELEVATOR CONTRACTORS AND ELEVATOR JOURNEYPERSONS**

“Elevator installation, repair and maintenance work” means the installation, erection, maintenance and repair of all types of elevators, dumb waiter escalators, and moving walks and all mechanical equipment, fittings, associated piping and wiring from source of supply brought to the equipment room by an unlimited electrical contractor for all types of machines used to hoist or convey persons or materials, but does not include temporary hoisting machines used for hoisting materials in connection with any construction job or project. (Section 20-330, Connecticut General Statutes)

**Elevator Unlimited Contractor License (R-1) – Credential Prefix ELV**

Elevator (Unlimited Contractor) – Business & Law Exam (R-1)

Elevator (Unlimited Contractor) – Technical Exam (R-1)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as an Elevator Unlimited Journeyman (Type R-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform all elevator installation, repair and maintenance work as defined, in Section 20-330 of the Connecticut General Statutes. A person must have served at least two years as an R-2 journeyman or have equivalent experience to qualify for the R-1 examination.

**Elevator Unlimited Journeyman License (R-2) – Credential Prefix ELV**

Elevator (Unlimited Journeyman) – Technical Exam (R-2)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform all elevator installation, repair and maintenance work as defined in Section 20-330 of the Connecticut General Statutes and only while in the employ of a duly licensed elevator contractor. A person must have completed a two year, four thousand (4,000) hour, elevator apprenticeship program or have equivalent experience to qualify for the R-2 examination.

**Elevator Limited Contractor (Accessibility) License (R-5) – Credential Prefix ELV**

Elevator (Limited Contractor) – Business & Law Exam (R-5)

Elevator (Limited Contractor) – Technical Exam (R-5) (Accessibility)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as an Elevator Limited Journeyman (Type R-6)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: This license shall be known as an accessibility contractor's license. The holder of this license may perform, except as hereinafter stated, installation, repair and maintenance work on all equipment as defined in section 20-332-3a of these regulations. A person must have served at least two years as an R-2 or R-6 journeyman or have equivalent experience to qualify for the R-5 examination. Accessibility contractors who have practiced their craft in the state of Connecticut for at least two (2) years or more prior to the adoption of these regulations shall be considered to have equivalent experience. The holder of this license may not perform any work on equipment as defined in section 20-332-3a of these regulations if the platform of said equipment is to penetrate the floor ceiling of the building in which the equipment is to be installed.

**Elevator Limited Journeyman (Accessibility) License (R-6) – Credential Prefix ELV**

Elevator (Limited Journeyman) – Technical Exam (R-6) (Accessibility)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: This license shall be known as an accessibility journeyperson's license. The holder of this license may perform, except as hereinafter stated, installation, repair and maintenance work on all equipment as defined in section 20-332-3a of these regulations and only while in the employ of a duly licensed elevator contractor. A person must have completed an elevator accessibility apprenticeship program or have equivalent experience to qualify for the R-6 examination. Pursuant to Section 31-51d of the Connecticut General Statutes the labor commissioner will formulate work training standards for apprentices in the craft of installing accessibility equipment. Journeymen who have practiced their craft in the state of Connecticut for at least one (1) year or more prior to the adoption of these regulations shall be considered to have equivalent experience. The holder of this license may not perform any work on equipment as defined in section 20-332-3a of these regulations if the platform of said equipment is to penetrate the floor or ceiling of the building in which the equipment is to be installed.

**Elevator Limited Contractor (Conveyor) License (R-7) - Credential Prefix ELV**

Elevator (Limited Contractor) – Business & Law Exam (R-7)

Elevator (Limited Contractor) – Technical Exam (R-7) (Conveyor)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as an Elevator Limited Journeyman (Type R-8)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to installation, maintenance, alteration or repair of equipment, apparatus or machines used to convey materials. Such conveyors shall be permanently or temporary placed and are of a fixed nature. The holder of this license may not perform work on any freight elevator. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Elevator Limited Journeyman (Conveyor) License (R-8) – Credential Prefix ELV**

Elevator (Limited Journeyman) – Technical Exam (R-8) (Conveyor)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to installation, maintenance, alteration or repair of equipment, apparatus or machines used to convey materials and only while in the employ of a contractor licensed for such work. Such conveyors shall be permanently or temporary placed and are of a fixed nature. The holder of this license may not perform work on any freight elevator. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Elevator Limited Contractor (Cranes & Hoists) License (R-9) – Credential Prefix ELV**

Elevator (Limited Contractor) – Business & Law Exam (R-9)

Elevator (Limited Contractor) – Technical Exam (R-9) (Cranes & Hoists)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as an Elevator Limited Journeyman (Type R-10)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to installation, maintenance, alteration or repair of equipment, apparatus or machines used to hoist or lift materials. Such hoists, lifts or cranes including but not limited to monorails, under hung cranes, overhead hoists, top running single girder cranes with under hung hoists and double girder cranes with top running hoists shall be permanently or temporary placed and are of a fixed nature. The holder of this license may not perform work on any freight elevator. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training. This license does not apply to any crane defined in section 29-221 of the Connecticut general statutes and regulated by the examining board for crane operators.

**Elevator Limited Journeyman (Cranes & Hoists) License (R-10) - Credential Prefix ELV**

Elevator (Limited Journeyman) – Technical Exam (R-10) (Cranes & Hoists)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to installation, maintenance, alteration or repair of equipment, apparatus or machines used to hoist or lift materials and only while in the employ of a contractor licensed for such work. Such hoists, lifts or cranes including but not limited to monorails, under hung cranes, overhead hoists, top running single girder cranes with under hung hoists and double girder cranes with top running hoists shall be permanently or temporary placed and are of a fixed nature. The holder of this license may not perform work on any freight elevator. This license does not apply to any crane defined in section 29-221 of the Connecticut general statutes and regulated by the examining board for crane operators. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship or helper program or equivalent experience and training.

## **FIRE PROTECTION CONTRACTORS AND FIRE PROTECTION JOURNEYPERSONS**

“Fire protection sprinkler systems works” means the layout, on-site fabrication, installation, alteration or repair of any automatic or manual sprinkler system designed for the protection of the interior or exterior of a building structure from fire, or any piping or tubing and appurtenances and equipment pertaining to such system including overhead and underground water mains, fire hydrants and hydrant mains, standpipes and house connections to sprinkler systems, sprinkler tank heaters, excluding electrical wiring, air lines and thermal systems used in connection with sprinkler and alarm systems connected to foam extinguishing systems or special hazard systems including water spray, foam, carbon dioxide or dry chemical systems, halon and other liquid or gas fire suppression systems. "Fire protection sprinkler systems work" does not mean any engineering design work connected with the layout of fire protection sprinkler systems or any work performed by employees of or contractors hired by a public water system, as defined in subsection (a) of section 25-33d of the General Statutes. (Section 20-330, Connecticut General Statutes)

“Journeyman sprinkler fitters” means a specialized pipe fitter craftsman, experienced and skilled in the installation, alteration, maintenance and repair of fire protection sprinkler systems (Section 20-330, Connecticut General Statutes)

### **Fire Protection Sprinkler Unlimited Contractor License (F-1) - Credential Prefix FRP**

Fire Protection Sprinkler (Unlimited Contractor) – Business & Law Exam (F-1)

Fire Protection Sprinkler (Unlimited Contractor) – Technical Exam (F-1)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Fire Protection Sprinkler Unlimited Journeyman (Type F-2)

Expiration Date: October 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may do all fire protection sprinkler system work as defined in section 20-330 of the Connecticut General Statutes. A person must have served at least two years as an F-2 journeyman or have equivalent experience to qualify for the F-1 examination.

### **Fire Protection Sprinkler Unlimited Journeyman License (F-2) – Credential Prefix FRP**

Fire Protection Sprinkler (Unlimited Journeyman) – Technical Exam (F-2)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: October 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may do all fire protection sprinkler system work as defined in section 20-330 of the Connecticut General Statutes, but only while in the employ of a contractor licensed for such work. A person must have

completed a 4-year fire protection sprinkler apprentice program or have equivalent experience to qualify for the F-2 examination.

**Fire Protection Sprinkler Limited Contractor (Special Hazard Systems) License (F-3) – Credential Prefix FRP**

Fire Protection Sprinkler (Limited Contractor) – Business & Law Exam (F-3)

Fire Protection Sprinkler (Limited Contractor) – Technical Exam (F-3) (Special Hazard Systems)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Fire Protection Sprinkler Limited Journeyman (Type F-4)

Expiration Date: October 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may do such work as that work involved with foam extinguishing systems, special hazard systems including water spray, foam, carbon dioxide or dry chemical systems, halon and other liquid or gas fire suppression systems. A person must have served at least two years as an F-4 journeyman or have equivalent experience to qualify for the F-3 examination.

**Fire Protection Sprinkler Limited Journeyman (Special Hazard Systems) License (F-4) - Credential Prefix FRP**

Fire Protection Sprinkler (Limited Journeyman) – Technical Exam (F-4) (Special Hazard Systems)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: October 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may do such work as that work involved with foam extinguishing systems, special hazard systems including water spray, foam, carbon dioxide or dry chemical systems, halon and other liquid or gas fire suppression systems but only while in the employ of a contractor licensed for such work. A person must have completed a 3-year fire protection non-sprinkler apprenticeship program or have equivalent experience to qualify for the F-4 examination.

**Fire Protection Sprinkler Limited Contractor (Residential) License (F-7) – Credential Prefix FRP**

Fire Protection Sprinkler (Limited Contractor) – Business & Law Exam (F-7)

Fire Protection Sprinkler (Limited Contractor) – Technical Exam (F-7) (Residential)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Fire Protection Sprinkler Limited Journeyman (Type F-8)

Expiration Date: October 31st

Continuing Education Requirements: None

**Examination Subject Matter:** The holder of this license may do such work as that work limited to; "Residential Fire Sprinkler systems work" which means the work and practice, materials, installation, alteration, extension, removal, repair, maintenance or renovation of Residential Fire Sprinkler systems involved with water based fire sprinkler systems, including dry pipe systems for the protection against the fire hazards in one and two-family dwellings and manufactured homes. A person must have served at least two years as an F-8 journeyman or have equivalent experience to qualify for the F-7 examination.

**Fire Protection Sprinkler Limited Journeyman (Residential) License (F-8) – Credential Prefix FRP**

Fire Protection Sprinkler (Limited Journeyman) – Technical Exam (F-8) (Residential)  
Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original "Apprenticeship Completion" letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: October 31st

Continuing Education Requirements: None

**Examination Subject Matter:** The holder of this license may do such work as that work limited to; "Residential Fire Sprinkler systems work" but only while in the employ of a contractor licensed for such work. A person must have completed a fire protection residential-sprinkler apprenticeship program or have equivalent experience and have been certified as having completed an approved training course on NFPA 13D, as required by the Department of Consumer Protection, to qualify for such examination.

**GLAZIERS ("AUTOMOTIVE GLASS WORK"; "FLAT GLASS WORK")**

"Automotive glass work" means installing, maintaining or repairing fixed glass in motor vehicles.

"Flat glass work" means installing, maintaining or repairing glass in residential or commercial structures.

**Glazier – Auto Glass Unlimited Contractor License (AG-1) - Credential Prefix GLZ**

Glazier - Auto Glass Unlimited Contractor – Business & Law Exam (AG-1)

Glazier - Auto Glass Unlimited Contractor – Technical Exam (AG-1)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as an Auto Glass Unlimited Journeyman (Type AG-2)

Expiration Date: August 31st

Continuing Education Requirements: None

**Examination Subject Matter:** The holder of this license may perform the installation, maintenance, or repair of fixed glass in motor vehicles.

**Glazier – Auto Glass Unlimited Journeyman License (AG-2) – Credential Prefix GLZ**

Glazier - Auto Glass Unlimited Journeyman – Technical Exam (AG-2)



Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform the installation, maintenance, or repair of fixed glass in motor vehicles only while in the employ of a contractor licensed for such.

**Glazier – Flat Glass Unlimited Contractor License (FG-1) - Credential Prefix GLZ**

Glazier - Flat Glass Unlimited Contractor – Business & Law Exam (FG-1)

Glazier - Flat Glass Unlimited Contractor – Technical Exam (FG-1)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Flat Glass Unlimited Journeyman (Type FG-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform the installation, maintenance, or repair of glass in residential or commercial structures.

**Glazier – Flat Glass Unlimited Journeyman License (FG-2) – Credential Prefix GLZ**

Glazier - Flat Glass Unlimited Journeyman – Technical Exam (FG-2)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform the installation, maintenance, or repair of glass in residential or commercial structures only while in the employ of a contractor licensed for such.

**Hearth Products – Gas Contractor License (HP-1) - Credential Prefix HTG**

Hearth Products – Gas (Contractor) – Business & Law Exam (HP-1)

Hearth Products – Gas (Contractor) – Technical Exam (HP-1)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Hearth Products - Gas Journeyman (Type HP-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to "Hearth product work" means the installation, service or repair of a propane or natural gas fired fireplace, fireplace insert, stove or log set and associated venting and piping that simulates a flame of a solid fuel fire. The requirements to qualify for this license shall be two (2) years as a properly licensed journeyman and the presentation of a

certificate contractor course and examination in "Hearth gas products" and examination in State specific Business and law.

**Hearth Products – Gas Journeyman License (HP-2) – Credential Prefix HTG**

Hearth Products – Gas (Journeyman) – Technical Exam (HP-2)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original "Apprenticeship Completion" letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work as limited to "Hearth product work" means the installation, service or repair of a propane or natural gas fired fireplace, fireplace insert, stove or log set and associated venting and piping that simulates a flame of a solid fuel fire and only while in the employ of a licensed contractor. The requirements to qualify for this license exam shall be the completion of at least five (500) hours of experience and completion of a certificate technician course and examination in "Hearth gas products".

**HEATING, PIPING & COOLING CONTRACTORS AND HEATING, PIPING & COOLING JOURNEYPersonS**

"Heating, piping and cooling work" means the installation, repair, replacement, maintenance or alteration of any apparatus for piping, appliances, devices or accessories for heating systems, excluding sheet metal work; air conditioning and refrigeration systems, boilers, including apparatus and piping for the generation or conveyance of steam and associated pumping equipment, but on and after July 1, 1984, shall not include solar work. (Section 20-330, Connecticut General Statutes).

**Heating & Cooling Unlimited Contractor License (S-1) – Credential Prefix HTG**

Heating & Cooling (Unlimited Contractor) – Business & Law Exam (S-1)

Heating & Cooling (Unlimited Contractor) – Technical Exam (S-1)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Heating & Cooling Unlimited Journeyman (Type S-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may do all heating, piping and cooling work as defined in section 20-330 of the Connecticut General Statutes. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Heating & Cooling Unlimited Journeyman License (S-2) – Credential Prefix HTG**

Heating & Cooling (Unlimited Journeyman) – Technical Exam (S-2)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may do all heating, piping and cooling work as so defined only while in the employ of a licensed contractor. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Heating & Cooling Limited Contractor (Domestic Oil & Gas Burners) License (B-1) - Credential Prefix HTG**

Heating & Cooling (Limited Contractor) – Business & Law Exam (B-1)

Heating & Cooling (Limited Contractor) – Technical Exam (B-1) (Domestic Oil & Gas Burners)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Heating & Cooling Limited Journeyman (Type B-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work of installing, servicing or repairing gas or oil burners for domestic and light commercial installations. A domestic or light commercial burner shall be considered as one consuming five gallons or less per hour.

**Heating & Cooling Limited Journeyman (Domestic Oil & Gas Burners) License (B-2) - Credential Prefix HTG**

Heating & Cooling (Limited Journeyman) – Technical Exam (B-2) (Domestic Oil & Gas Burners)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work of installing, servicing and repairing of gas or oil for domestic and light commercial installations as so defined in subsection (i) and only while in the employ of a contractor licensed for such work.

**Heating & Cooling Limited Contractor (Industrial Oil & Gas Burners) License (B-3) - Credential Prefix HTG**

Heating & Cooling (Limited Contractor) – Business & Law Exam (B-3)

Heating & Cooling (Limited Contractor) – Technical Exam (B-3) (Industrial Oil & Gas Burners)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Heating & Cooling Limited Journeyman (Type B-4)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform the installing, servicing and repairing of any gas or oil fired burners. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Heating & Cooling Limited Journeyman (Industrial Oil & Gas Burners) License (B-4) - Credential Prefix HTG**

Heating & Cooling (Limited Journeyman) – Technical Exam (B-4) (Industrial Oil & Gas Burners)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform the installing, servicing and repairing of any gas or oil fired burner and only while in the employ of a contractor licensed for such work. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Heating & Cooling Limited Contractor (HVACR-Gas) License (D-1) - Credential Prefix HTG**

Heating & Cooling (Limited Contractor) – Business & Law Exam (D-1)

Heating & Cooling (Limited Contractor) – Technical Exam (D-1) (HVACR – Gas)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Heating & Cooling Limited Journeyman (Type D-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to the installation, repair, replacement, maintenance or alteration of any warm air, air conditioning and refrigeration system, including necessary piping for the conveyance of heating or cooling media and associated pumping equipment. This license does not include the installation or servicing of oil burners of any size. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Heating & Cooling Limited Journeyman (HVACR-Gas) License (D-2) - Credential Prefix HTG**

Heating & Cooling (Limited Journeyman) – Technical Exam (D-2) (HVACR - Gas)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to the installation, repair, replacement, maintenance or alteration of any warm air, air conditioning and refrigeration system, including necessary piping for conveyance of heating or cooling media and associated pumping equipment and only while in the employ of a contractor licensed for such work. This license does not cover the installation or servicing of oil burners of any size. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Heating & Cooling Limited Contractor (HVAC-Refrigeration) License (D-3) -**

**Credential Prefix HTG**

Heating & Cooling (Limited Contractor) – Business & Law Exam (D-3)

Heating & Cooling (Limited Contractor) – Technical Exam (D-3) (HVAC – Refrigeration)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Heating & Cooling Limited Journeyman (Type D-4)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to the installation, repair, replacement, maintenance or alteration of all refrigeration systems included in food storage, air conditioning or special process systems. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Heating & Cooling Limited Journeyman (HVAC-Refrigeration) License (D-4) -**

**Credential Prefix HTG**

Heating & Cooling (Limited Journeyman) – Technical Exam (D-4) (HVAC – Refrigeration)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to the installation, repair, replacement, maintenance or alteration of all refrigeration systems included in food storage, air conditioning and special process systems and only while in the employ of a contractor licensed for such work. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Heating & Cooling Limited Contractor (LP & Natural Gas Burners including Associated Fuel Piping & Storage) License (G-1) - Credential Prefix HTG**

Heating & Cooling (Limited Contractor) – Business & Law Exam (G-1)

Heating & Cooling (Limited Contractor) – Technical Exam (G-1) (LP & Natural Gas Burners including Associated Fuel Piping & Storage)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Heating & Cooling Limited Journeyman (Type G-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only that work for the installation, repair, replacement, alteration, and maintenance of gas piping systems and approved gas appliances, gas utilization equipment and accessories for use with LP gas supplied by gas containers and/or natural gas. . The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Heating & Cooling Limited Journeyman (LP & Natural Gas Burners including Associated Fuel Piping & Storage) License (G-2) - Credential Prefix HTG**

Heating & Cooling (Limited Journeyman) – Technical Exam (G-2) (LP & Natural Gas Burners including Associated Fuel Piping & Storage)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform said work only while in the employ of a contractor licensed for such work. The holder of this license may perform only that work for the installation, repair, replacement, alteration, and maintenance of gas piping systems and approved gas appliances, gas utilization equipment and accessories for use with LP gas supplied by gas containers and/or natural gas. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Heating & Cooling Limited Contractor (Welding of Any Work Defined within CGS Chapters 393, 394 & 482) License (G-9) - Credential Prefix HTG**

Heating & Cooling (Limited Contractor) – Business & Law Exam (G-9)

Heating & Cooling (Limited Contractor) – Technical Exam (G-9) (Welding of Any Work Defined within CGS Chapters 393, 394 & 482)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Heating & Cooling Limited Journeyman (Type G-8)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to the welding process of all pipe and associated fittings and materials used by persons licensed pursuant to chapter 393 of the Connecticut General Statutes as long as such piping, associated fittings and materials are used by persons licensed to perform work as defined by section 20-330 of the Connecticut General Statutes. The requirements to qualify for this license examination shall be two (2) years as a journeyman or equivalent experience and training and the presentation of a certification in pipe welding that is current within six months of the date of application for this license. (includes conduit, supports, hangers, cable trays )

**Heating & Cooling Limited Journeyman (Welding of Any Work Defined within CGS Chapters 393, 394 & 482) License (G-8) - Credential Prefix HTG**

Heating & Cooling (Limited Journeyman) – Technical Exam (G-8) (Welding of Any Work Defined within CGS Chapters 393, 394 & 482)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to the welding process of all pipe and associated fittings and materials used by persons licensed pursuant to chapter 393 of the Connecticut General Statutes as long as such piping, associated fittings and materials are used by persons licensed to perform work as defined by section 20-330 of the Connecticut General Statutes and only while in the employ of a properly licensed contractor. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training and the presentation of a certificate in pipe welding that is current within six months of the date of application for this license. (includes conduit, supports, hangers, cable trays )

**Heating & Cooling Limited Contractor (Heating Systems-Any Size or Type including Chilled Water) License (S-3) - Credential Prefix HTG**

Heating & Cooling (Limited Contractor) – Business & Law Exam (S-3)

Heating & Cooling (Limited Contractor) – Technical Exam (S-3) (Heating Systems – Any Size or Type including Chilled Water)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Heating & Cooling Limited Journeyman (Type S-4)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform the installation, repair, replacement, maintenance or alteration of any apparatus of piping, appliances, devices or accessories for heating systems, boilers, including apparatus and piping for the generation or conveyance of steam and associated pumping equipment and oil burner installation and servicing (excluding sheet metal work, air conditioning and refrigeration systems). This license also covers the installation of hot, chilled and

condenser water, as well as steam piping in air conditioning systems. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Heating & Cooling Limited Journeyman (Heating Systems-Any Size or Type including Chilled Water) License (S-4) - Credential Prefix HTG**

Heating & Cooling (Limited Journeyman) – Technical Exam (S-4) (Heating Systems – Any Size or Type including Chilled Water)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform the installation, repair, replacement, maintenance or alteration of any apparatus for piping, appliances, devices or accessories for heating systems, boilers, including apparatus and piping for the generation or conveyance of steam and associated pumping equipment and oil burner installation and servicing (excluding sheet metal work, air conditioning and refrigeration systems) and only while in the employ of a contractor licensed for such work. This license also covers the installation of hot, chilled and condenser water, as well as steam piping-in air conditioning systems. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Heating & Cooling Limited Contractor (Domestic Light Commercial Heating excluding Burners) License(S-5) - Credential Prefix HTG**

Heating & Cooling (Limited Contractor) – Business & Law Exam (S-5)

Heating & Cooling (Limited Contractor) – Technical Exam (S-5) (Domestic Light Commercial Heating excluding Burners)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Heating & Cooling Limited Journeyman (Type S-6)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to hot water or steam heating systems for buildings not over three stories high with total heating load not exceeding 500,000 BTU's and steam pressure not exceeding 15 pounds, but does not cover the installation or servicing of oil burners of any size.

**Heating & Cooling Limited Journeyman (Domestic Light Commercial Heating excluding Burners) License (S-6) - Credential Prefix HTG**

Heating & Cooling (Limited Journeyman) – Technical Exam (S-6) (Domestic Light Commercial Heating excluding Burners)

Application Fee \$45.00; Initial License Fee \$60.00



Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform the following work, but only while in the employ of a contractor licensed for such work. The holder of this license may perform only work limited to hot water or steam heating systems for buildings not over three stories high with total heating load not exceeding 500,000 BTU's and steam pressure not exceeding 15 pounds, but does not cover the installation or servicing of oil burners of any size.

**Heating & Cooling Limited Contractor (Domestic & Light Commercial Heating) License(S-7) - Credential Prefix HTG**

Heating & Cooling (Limited Contractor) – Business & Law Exam (S-7)

Heating & Cooling (Limited Contractor) – Technical Exam (S-7) (Domestic & Light Commercial Heating)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Heating & Cooling Limited Journeyman (Type S-8)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to hot water or steam heating systems for buildings not over three stories high with a total heating load not exceeding 500,000 BTU's and steam pressure not exceeding fifteen pounds. This license also covers the servicing and installation of oil burners handling up to five gallons per hour, as well as gas burners and gas piping for the work covered by this license. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Heating & Cooling Limited Journeyman (Domestic & Light Commercial Heating) License (S-8) - Credential Prefix HTG**

Heating & Cooling (Limited Journeyman) – Technical Exam (S-8) (Domestic & Light Commercial Heating)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to hot water or steam heating systems for buildings not over three stories high with a total heating load not exceeding 500,000 BTU's and steam pressure not exceeding fifteen pounds and only while in the employ of a contractor licensed for such work. Also covered by this license is the servicing and installation of oil burners handling up to five gallons per hour, as well as gas burners and gas piping for work covered by this license.

The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Heating & Cooling Limited Contractor (Domestic & Light Commercial Heating & Cooling) License(S-9) - Credential Prefix HTG**

Heating & Cooling (Limited Contractor) – Business & Law Exam (S-9)

Heating & Cooling (Limited Contractor) – Technical Exam (S-9) (Domestic & Light Commercial Heating & Cooling)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Heating & Cooling Limited Journeyman (Type S-10)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to hot water or steam heating systems for buildings not over three stories high with total heating load not exceeding 500,000 BTU's, steam pressure not exceeding fifteen pounds, and/or cooling installations up to 35 tons per systems. This license also covers the installation or servicing of oil burners handling up to five gallons per hour as well as LP gas supplied by gas containers and/or natural gas piping for work covered by this limited license. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Heating & Cooling Limited Journeyman (Domestic & Light Commercial Heating & Cooling) License (S-10) - Credential Prefix HTG**

Heating & Cooling (Limited Journeyman) – Technical Exam (S-10) (Domestic & Light Commercial Heating & Cooling)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform work only while in the employ of a licensed contractor and only limited to hot water or steam heating systems for buildings not over three stories high with total heating load not exceeding 500,000 BTU's, steam pressure not exceeding fifteen pounds, and/or cooling installations up to 35 tons per systems. This license also covers the installation or servicing of oil burners handling up to five gallons per hour as well as LP gas supplied by gas containers and/or natural gas piping for work covered by this limited license. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Heating & Cooling Limited Contractor (Solar Thermal) License (ST-1) - Credential Prefix HTG**

Heating & Cooling (Limited Contractor) – Business & Law Exam (ST-1)

Heating & Cooling (Limited Contractor) – Technical Exam (ST-1) (Solar Thermal)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Heating & Cooling Limited Journeyman (Type ST-2)

Expiration Date: August 31st

Continuing Education Requirements: None

**Heating & Cooling Limited Journeyman (Solar Thermal) License (ST-2) - Credential Prefix HTG**

Heating & Cooling (Limited Journeyman) – Technical Exam (ST-2) (Solar Thermal)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

**HOME INSPECTORS**

“Home Inspector” means a person licensed to conduct an examination and written evaluation of two or more specific components of a residential building, as set forth in Section 20-490, Connecticut General Statutes.

**Home Inspection (Inspector) License - Credential Prefix HOI**

Home Inspection (Inspector) – Business & Law Exam

Home Inspection (Inspector) - Technical Exam

Application Fee \$40.00; Initial License Fee \$200.00

Application Qualification/Documentation Required: One (1) year licensed as a Home Inspector Intern

Expiration Date: June 30th

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may conduct an examination and written evaluation of two or more specific components of a residential building, as set forth in Section 20-490, Connecticut General Statutes.

**MACHINIST TECHNICIANS**

A “machinist” is a craftsman skilled in the use and operation of hand or power driven machine tools designed for shaping, surfacing, or sizing of solid objects. The role of the machinist is to provide technical expertise from the knowledge and training obtained in such occupational area of work.

A machinist shall not perform any work directly on the piping systems which would include the repair, maintenance, installation, alteration, disassembly, or re-assembly of any apparatus, piping, devices or accessories defined in Section 20-330(5) and Section 20-330(3) of the Connecticut General Statutes.

**Machinist Contractor License (MT-1) - Credential Prefix HTG**

Machinist (Contractor) – Business & Law Exam (MT-1)

Machinist (Contractor) – Technical Exam (MT-1)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Machinist Journeyman (Type MT-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to machining operations such as pipe prepping form tool and single point, pipe cut off and prepping, machine milling, (associated feed tables) flange facing, counter boring, cnc pipe prepping/machining, metal disintegrating machining, electrical discharge machining, machine boring and grinding, tapping and threading. The machining activities shall apply to all permanent plant equipment. This license only applies to work being performed at nuclear, fossil or petrochemical facilities. The requirements to qualify for this license exam shall be two (2) years as a properly licensed journeyman or equivalent experience and training as determined by the board.

**Machinist Journeyman License (MT-2) - Credential Prefix HTG**

Machinist (Journeyman) – Technical Exam (MT-2)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type.

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform work only while in the employ of a properly licensed contractor and only work limited to machining operations such as pipe prepping form tool and single point, pipe cut off and prepping, machine milling, (associated feed tables) flange facing, counter boring, cnc pipe prepping/machining, metal disintegrating machining, electrical discharge machining, machine boring and grinding, tapping and threading. The machining activities shall apply to all permanent plant equipment. This license only applies to work being performed at nuclear, fossil or petrochemical facilities. The requirements to qualify for this license exam shall be the completion of a bona fide apprenticeship program or equivalent experience and training as determined by the board.

**Operating Engineers Contractor License (OE-1) - Credential Prefix HTG**

Operating Engineers (Contractor) – Business & Law Exam (OE-1)

Operating Engineers (Contractor) – Technical Exam (OE-1) (Stationary Engineer)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as an Operating Engineer Journeyman (Type OE-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform the installation, repair, replacement, maintenance or alteration of any operation work. "Operation"

means a work discipline that employs technical knowledge and expertise in the manipulation, adjustment, control and monitoring of heating, air conditioning and refrigeration systems and boilers. "Operation" does not include working with refrigeration equipment with an aggregate of less than 50 hp (or kilowatt equivalency) or 200 lbs of refrigerant and any steam or water boiler with a maximum operating pressure of less than 15 psig. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Operating Engineers Journeyman License (OE-2) - Credential Prefix HTG**

Operating Engineers (Journeyman) – Technical Exam (OE-2) (Stationary Engineer)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original "Apprenticeship Completion" letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform the installation, repair, replacement, maintenance or alteration of any operation work. "Operation" means a work discipline that employs technical knowledge and expertise in the manipulation, adjustment, control and monitoring of heating, air conditioning and refrigeration systems and boilers. "Operation" does not include working with refrigeration equipment with an aggregate of less than 50 hp (or kilowatt equivalency) or 200 lbs of refrigerant and any steam or water boiler with a maximum operating pressure of less than 15 psig. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**PLUMBING & PIPING CONTRACTORS AND PLUMBING & PIPING  
JOURNEYPERSONS**

"Plumbing and piping work" means the installation, repair, replacement, alteration or maintenance of gas, water and associated fixtures, laboratory equipment, sanitary equipment, other than subsurface sewage disposal systems, fire prevention apparatus, all water systems for human usage, sewage treatment facilities and all associated fittings within a building and shall include lateral storm and sanitary lines from buildings to the mains, swimming pools and pumping equipment, and shall include making connections to back flow prevention devices, and shall include low voltage wiring, not exceeding twenty-four volts, used within a lawn sprinkler system, but on and after July 1, 1984, shall not include solar work, except for the repair of those portions of a solar hot water heating system which include the basic domestic hot water tank and the tie-in to the potable water system and on and after April 1, 1989, shall not include the installation, repair, replacement, alteration or maintenance of prevention apparatus within a structure, except for standpipes which are not connected to sprinkler systems. (Section 20-330, Connecticut General Statutes).

**Plumbing & Piping Unlimited Contractor License (P-1) – Credential Prefix PLM**

Plumbing & Piping (Unlimited Contractor) – Business & Law Exam (P-1)

Plumbing & Piping (Unlimited Contractor) – Technical Exam (P-1)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Plumbing & Piping Unlimited Journeyman (Type P-2)

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every odd year

Examination Subject Matter: The holder of this license may do all plumbing and piping work as defined in section 20-330 of the Connecticut General Statutes. The requirements to qualify for this license examination shall be two (2) years as an unlimited licensed journeyman or equivalent experience and training.

**Plumbing & Piping Unlimited Journeyman License (P-2) – Credential Prefix PLM**

Plumbing & Piping (Unlimited Journeyman) – Technical Exam (P-2)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every even year

Examination Subject Matter: The holder of this license may do all plumbing and piping work as so defined and only while in the employ of a contractor licensed for such work. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Plumbing & Piping Limited Contractor (Water, Sewage & Storm Drainage) License (P-7) – Credential Prefix PLM**

Plumbing & Piping (Limited Contractor) – Business & Law Exam (P-7)

Plumbing & Piping (Limited Contractor) – Technical Exam (P-7) (Water, Sewage & Storm Drainage)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Plumbing & Piping Limited Journeyman (Type P-6)

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every odd year

Examination Subject Matter: The requirements for examination for this license shall be two (2) years as a journeyman or equivalent experience and training. This license permits the installation, repair, replacement, alteration or maintenance of piping limited to water, sewer and storm lines from the point of utility responsibility to a point immediately inside a structure.

**Plumbing & Piping Limited Journeyman License (P-6) – Credential Prefix PLM**

Plumbing & Piping (Limited Journeyman) – Technical Exam (P-6) (Water, Sewage & Storm Drainage)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every even year

Examination Subject Matter: The requirements for examination for this license shall be the completion of a registered one-year apprenticeship program or equivalent experience and training. This license permits the installation, repair, replacement, alteration or maintenance of piping limited to water, sewer and storm lines from the point of utility responsibility to a point immediately inside a structure and only while in the employ of a contractor licensed for such work.

**Plumbing & Piping Limited Contractor (Petroleum Products Dispensing Equipment) License (P-9) – Credential Prefix PLM**

Plumbing & Piping (Limited Contractor) - Business & Law Exam (P-9)

Plumbing & Piping (Limited Contractor) – Technical Exam (P-9) (Petroleum Products Dispensing Equipment)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Plumbing & Piping Limited Journeyman (Type P-8)

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every odd year

Examination Subject Matter: The requirements for examination for this license shall be two (2) years as a properly licensed journeyman or equivalent experience and training. This license permits the installation, repair, replacement, alteration or maintenance of piping for petroleum tanks and related pumping equipment only.

**Plumbing & Piping Limited Journeyman (Petroleum Products Dispensing Equipment) License (P-8) – Credential Prefix PLM**

Plumbing & Piping (Limited Journeyman) – Technical Exam (P-8) (Petroleum Products Dispensing Equipment)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every even year

Examination Subject Matter: The requirements for examination for this license shall be one (1) year as a registered apprentice equivalent experience and training. This license permits the installation, repair, replacement, alteration or maintenance of piping for petroleum tanks and related pumping equipment only, and only while in the employ of a contractor licensed for such work.

**Plumbing & Piping Limited Contractor (Water Conditioning & Pumps) License (J-1) – Credential Prefix PLM**

Plumbing & Piping (Limited Contractor) – Business & Law Exam (J-1)

Plumbing & Piping (Limited Contractor) – Technical Exam (J-1) (Water Conditioning & Pumps)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Plumbing & Piping Limited Journeyman (Type J-2)

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every odd year

Examination Subject Matter: The holder of this license may perform only work limited to domestic water pumps and water conditioning. The requirements to qualify for this license examination shall be two (2) years as a journeyman or equivalent experience and training.

**Plumbing & Piping Limited Journeyman (Water Conditioning & Pumps) License (J-2) – Credential Prefix PLM**

Plumbing & Piping (Limited Journeyman) – Technical Exam (J-2) (Water Conditioning & Pumps)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every even year

Examination Subject Matter: The holder of this license may perform only work limited to domestic water pumps and water conditioning and only while in the employ of a contractor licensed for such work. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Plumbing & Piping Limited Contractor (Irrigation) License (J-3) – Credential Prefix PLM**

Plumbing & Piping (Limited Contractor) – Business & Law Exam (J-3)

Plumbing & Piping (Limited Contractor) – Technical Exam (J-3) (Irrigation)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Plumbing & Piping Limited Journeyman (Type J-4)

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every odd year

Examination Subject Matter: This license permits the installation, repair, replacement, alteration or maintenance of lawn sprinkler systems and associated wiring not exceeding twenty-four volts used within a lawn sprinkler system. The requirements for this license shall be two (2) years as a journeyman or equivalent experience and training.

**Plumbing & Piping Limited Journeyman (Irrigation) License (J-4) – Credential Prefix PLM**

Plumbing & Piping (Limited Journeyman) – Technical Exam (J-4) (Irrigation)

Application Fee \$45.00; Initial License Fee \$60.00



Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every even year

Examination Subject Matter: : This license permits the installation, repair, replacement, alteration or maintenance of lawn sprinkler systems and associated wiring not exceeding twenty-four volts used within a lawn sprinkler system. The requirements for this license shall be the completion of a registered one-year apprenticeship program or equivalent experience and training.

**Plumbing & Piping Limited Contractor (Spa, Pool & Therapeutic Maintenance and Repair) License (SP-1) – Credential Prefix PLM**

Plumbing & Piping (Limited Contractor) - Business & Law Exam (SP-1)

Plumbing & Piping (Limited Contractor) – Technical Exam (SP-1) (Spa, Pool & Therapeutic Maintenance and Repair)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Plumbing & Piping Limited Journeyman (Type SP-2)

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every odd year

Examination Subject Matter: The holder of this license may perform all plumbing, heating and electrical work necessary to service, modify or repair any swimming pool, hot tub, spa or similar recreational or therapeutic equipment, where such work commences at an outlet, receptacle, connection, back flow preventor, or fuel supply pipe previously installed by a person holding the proper license. The requirements to qualify for this license exam shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Plumbing & Piping Limited Journeyman (Spa, Pool & Therapeutic Maintenance and Repair) License (SP-2) – Credential Prefix PLM**

Plumbing & Piping (Limited Journeyman) – Technical Exam (SP-2) (Spa, Pool & Therapeutic Maintenance and Repair)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every even year

Examination Subject Matter: The holder of this license may perform all plumbing, heating and electrical work necessary to service, modify or repair any swimming pool, hot tub, spa or similar recreational or therapeutic equipment, where such work commences at an outlet, receptacle, connection, back flow preventer, or fuel supply pipe previously installed by a person holding the proper license and only while the licensee is in the employ of a plumbing contractor licensed for such work. The requirements to qualify for this license exam shall be the completion of a bona fide apprenticeship program or equivalent experience and training.

**Plumbing & Piping Limited Contractor (Sewage & Storm Drainage) License (W-9) – Credential Prefix PLM**

Plumbing & Piping (Limited Contractor) – Business & Law Exam (W-9)

Plumbing & Piping (Limited Contractor) – Technical Exam (W-9) (Sewage & Storm Drainage)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Plumbing & Piping Limited Journeyman (Type W-8)

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every odd year

Examination Subject Matter: The holder of this license may perform the installation, repair, replacement, or alteration of piping for storm and/or sanitary lines. This license DOES NOT permit any work on septic tank systems or inside a structure. Requirements for this exam: 6 months as a Journeyman.

**Plumbing & Piping Limited Journeyman (Sewage & Storm Drainage) License (W-8) – Credential Prefix PLM**

Plumbing & Piping (Limited Journeyman) – Technical Exam (W-8) (Sewage & Storm Drainage)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every even year

Examination Subject Matter: The holder of this license may perform the following work, but only while in the employ of a contractor licensed for such work. The holder of this license may perform the installation, repair, replacement, or alteration of piping for storm and/or sanitary lines. This license DOES NOT permit any work on septic tank systems or inside a structure. Requirements for this exam: completion of a bona fide apprenticeship program, including not less than 6 months experience in the trade.

**Process Piping Human Consumption Limited Contractor (Production Equipment - Products for Human Consumption) License (PP-1) – Credential Prefix PLM**

Process Piping Human Consumption (Limited Contractor)-Business & Law Exam (PP-1)

Process Piping Human Consumption (Limited Contractor) – Technical Exam (PP-1)  
(Production Equipment – Products for Human Consumption)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Process Piping (Limited Process Piping Journeyman) (Type PP-2)

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every odd year

Examination Subject Matter: The holder of this license may perform only work limited to and used directly in the production of a product for human consumption. Process piping means piping or tubing that conveys liquid or gas that is used directly in the production of a product for human consumption. The requirements to qualify for this license exam

shall be two (2) years as a properly licensed journeyman or equivalent experience and training as determined by the Department.

**Process Piping Human Consumption Limited Journeyman (Production Equipment -Products for Human Consumption) License (PP-2) – Credential Prefix PLM**

Process Piping Human Consumption (Limited Journeyman) – Technical Exam (PP-2)  
(Production Equipment – Products for Human Consumption)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: October 31st

Continuing Education Requirements: Up to 7 hours every even year

Examination Subject Matter: The holder of this license may perform work only while in the employ of a properly licensed contractor and only work limited and used directly in the production of a product for human consumption. Process piping means piping or tubing that conveys liquid or gas that is used directly in the production of a product for human consumption. The requirements to qualify for this license exam shall be the completion of a bona fide apprenticeship program or equivalent experience and training as determined by the Department.

**SOLAR ENERGY WORK**

“Solar work” means the installation, repair, replacement, alteration or maintenance of an active, passive or hybrid solar hot water heating system.

**Thermal Solar Limited Contractor License (ST-1) – Credential Prefix HTG**

Thermal Solar Limited Contractor - Business & Law Exam (ST-1)

Thermal Solar Limited Contractor – Technical Exam (ST-1)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Solar Thermal Journeyman) (Type ST-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work on solar thermal hot water heating systems.

**Thermal Solar Limited Journeyman License (ST-2) – Credential Prefix HTG**

Thermal Solar Limited Journeyman – Technical Exam (ST-2)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work on solar thermal hot water heating systems and only while in the employment of a licensed contractor for such work.

### **SHEET METAL WORK**

Any person holding a license as defined within section 20-330(5) of the Connecticut General Statutes may perform “sheet metal work” as it pertains to the type of license that such person holds.

#### **Sheet Metal Limited Contractor (Any Size HVAC Duct Work) License (SM-1) – Credential Prefix SHM**

Sheet Metal (Limited Contractor) – Business & Law Exam (SM-1)

Sheet Metal (Limited Contractor) – Technical Exam (SM-1) (Any Size HVAC Duct Work)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Sheet Metal Limited Journeyman (Type SM-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only that work for the installation, erection, replacement, repair or alteration of any duct work system, both ferrous and nonferrous for ductwork systems of any size and type, excluding pneumatic conveyance systems which are covered under sections 20-332-5(a)(b)(c) and (d) of these regulations. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

#### **Sheet Metal Limited Journeyman (Any Size HVAC Duct Work) License (SM-2) – Credential Prefix SHM**

Sheet Metal (Limited Journeyman) – Technical Exam (SM-2) (Any Size HVAC Duct Work)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only that work for the installation, erection, replacement, repair or alteration of any duct work system, both ferrous and nonferrous for ductwork systems of any size and type, excluding pneumatic conveyance systems which are covered under sections 20-332-5(a)(b)(c) and (d) of these regulations. The holder of this license may perform said work only while in the employ of a contractor licensed for such work. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Sheet Metal Limited Contractor (Domestic Light Commercial HVAC Duct Work) License (SM-3) – Credential Prefix SHM**

Sheet Metal (Limited Contractor) – Business & Law Exam (SM-3)

Sheet Metal (Limited Contractor) – Technical Exam (SM-3) (Domestic Light Commercial HVAC Duct Work)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Sheet Metal Limited Journeyman (Type SM-4)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only that work for the installation, erection, replacement, repair or alteration of ductwork system, both ferrous and nonferrous for ductwork systems used within a light commercial or residential building of any type. Light commercial and residential is a building with single air handling units not to exceed 35 tons of cooling, or fans or blowers not exceeding 14,000 cubic feet per minute (volume), excluding pneumatic conveyance systems which are covered under sections 20-332-5(a)(b)(c) and (d) of the regulations of Connecticut state agencies. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Sheet Metal Limited Journeyman (Domestic Light Commercial HVAC Duct Work) License (SM-4) – Credential Prefix SHM**

Sheet Metal (Limited Journeyman) – Technical Exam (SM-4) (Domestic Light Commercial HVAC Duct Work)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only that work for the installation, erection, replacement, repair or alteration of ductwork system, both ferrous and nonferrous for ductwork systems used within a light commercial or residential building of any type. Light commercial and residential is a building with single air handling units not to exceed 35 tons of cooling, or fans or blowers not exceeding 14,000 cubic feet per minute (volume), excluding pneumatic conveyance systems which are covered under sections 20-332-5(a)(b)(c) and (d) of the regulations of Connecticut state agencies. The holder of this license may perform such work only while in the employ of a contractor licensed for such work. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Sheet Metal Limited Contractor (Hood Systems Only) License (SM-5) – Credential Prefix SHM**

Sheet Metal (Limited Contractor) – Business & Law Exam (SM-5)

Sheet Metal (Limited Contractor) – Technical Exam (SM-5) (Hood Systems Only)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Sheet Metal Limited Journeyman (Type SM-6)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only that work for the installation, erection, replacement, repair or alteration of both ferrous and nonferrous hood ductwork systems of any size and type limited to and as it pertains to the proscribed code standards, excluding pneumatic conveyance systems which are covered under sections 20-332-5(a)(b)(c) and (d) of the regulations of Connecticut state agencies. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Sheet Metal Limited Journeyman (Hood Systems Only) License (SM-6) – Credential Prefix SHM**

Sheet Metal (Limited Journeyman) – Technical Exam (SM-6) (Hood Systems Only)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only that work for the installation, erection, replacement, repair or alteration of both ferrous and nonferrous hood ductwork systems of any size and type limited to and as it pertains to the proscribed code standards, excluding pneumatic conveyance systems which are covered under sections 20-332-5(a)(b)(c) and (d) of the regulations of Connecticut state agencies. The holder of this license may perform such work only while in the employ of a contractor licensed for such work. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**RADIO SERVICE DEALERS & TECHNICIANS**

**TELEVISION DEALERS & TECHNICIANS**

"Service" means the installation, maintenance, repair, replacement, inspection and modification of receiving equipment.

"Service dealers" means a person engaging in the business of servicing receiving equipment, having an established location for the performance of such service.

"Receiving equipment" means television or radio receiving apparatus and associated components, including, but not limited to, antenna receiving systems, phonographs, tape recorders and audiovisual equipment (Section 20-342, Connecticut General Statutes.)

**TV & Radio Unrestricted Dealer/Technician License (V-1) – Credential Prefix TVR**

TV & Radio (Unrestricted Dealer/Technician) – Business & Law Exam (V-1)

TV & Radio (Unrestricted Dealer/Technician) – Technical Exam (V-1)

Application Fee \$100.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Two (2) years licensed as a TV & Radio Unrestricted Technician (Type V-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: This is a technician who operates a business, could be both sales and/or service, which is not incorporated, and is not restricted in any way. Can repair television, radio, stereo, install any type of antenna, etc. Service of televisions, radios, stereos and installation of any type of antenna. "Service" means the installation, maintenance, repair, replacement, inspection and modification of receiving equipment. "Service dealers" means a person engaging in the business of servicing receiving equipment, having an established location for the performance of such service. "Receiving equipment" means television or radio receiving apparatus and associated components, including, but not limited to, antenna receiving systems, phonographs, tape recorders and audiovisual equipment.

### **TV & Radio Unrestricted Technician License (V-2) – Credential Prefix TVR**

TV & Radio (Unrestricted Technician) – Technical Exam (V-2)

Application Fee \$40.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Original "Apprenticeship Completion" letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license is a technician working as an employee for a service dealer, which is either a sole proprietor or corporation. The holder of this license may perform service or repair of televisions, radios, stereos, and install any type of antennae, etc. "Service" means the installation, maintenance, repair, replacement, inspection and modification of receiving equipment. "Service dealers" means a person engaging in the business of servicing receiving equipment, having an established location for the performance of such service. "Receiving equipment" means television or radio receiving apparatus and associated components, including, but not limited to, antenna receiving systems, phonographs, tape recorders and audiovisual equipment.

### **TV & Radio Dealer/Technician Restricted Antenna License (V-5) – Credential Prefix TVR**

TV & Radio (Dealer/Technician Restricted Antenna) – Business & Law Exam (V-5)

TV & Radio (Dealer/Technician Restricted Antenna) – Technical Exam (V-5)

Application Fee \$100.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Two (2) years licensed as a TV & Radio Technician Restricted Antenna (Type V-4)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: Service, installation, maintenance, repair, replacement, inspection and modification of Dish antennas and associated wiring and receiving equipment for a one meter or less in diameter dish designed to receive direct broadcast

satellite service, including direct to home satellite service, or to receive or transmit fixed wireless signals via satellite. Must hold Technician license first two years.

**TV & Radio Technician Restricted Antenna License (V-4) – Credential Prefix TVR**

TV & Radio (Technician Restricted Antenna) – Technical Exam (V-4)

Application Fee \$40.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: Service, installation, maintenance, repair, replacement, inspection and modification of Dish antennas and associated wiring and receiving equipment for a one meter or less in diameter dish designed to receive direct broadcast satellite service, including direct to home satellite service, or to receive or transmit fixed wireless signals via satellite, while in the employ of a Dealer or Dealer –Technician licensed for such work. Such person shall have successfully completed an apprenticeship and training program established and approved by the Labor Department or the Department of Consumer Protection of not less than 40 hours of related instruction in addition to 120 hours of on the job training (160 total) and shall have passed an examination approved or administered by the Department of Consumer Protection.

**TV & Radio Dealer/Technician Unrestricted Antenna License (V-7) – Credential Prefix TVR**

TV & Radio (Dealer/Technician Unrestricted Antenna) – Business & Law Exam (V-7)

TV & Radio (Dealer/Technician Unrestricted Antenna) – Technical Exam (V-7)

Application Fee \$100.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Two (2) years licensed as a TV & Radio Technician Unrestricted Antenna (Type V-6)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: A technician who qualifies to do any type of antenna systems, both single and MATV systems. In most cases, he operates a business but could work for someone else who needs a person qualified to do Master Antenna work. Installation of any type antenna systems including single and MATV systems.

**TV & Radio Technician Unrestricted Antenna License (V-6) – Credential Prefix TVR**

TV & Radio (Technician Unrestricted Antenna) – Technical Exam (V-6)

Application Fee \$40.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None



Examination Subject Matter: The holder of this license is a technician working as an employee for a service dealer, which is either a sole proprietor or corporation. Installation of any type antenna systems including single and MATV systems.

**TV & Radio (Radio Contractor) (Radio Install & Repair) License (R-1) – Credential Prefix TVR**

TV & Radio (Radio Contractor) – Business & Law Exam (R-1)

TV & Radio (Radio Contractor) – Technical Exam (R-1) (Radio Install & Repair)

Application Fee \$100.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Two (2) years licensed as a TV & Radio (Radio Technician) (Type R-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: This is a technician who operates a business, could be both sales and/or service, which is not incorporated, and is not restricted in any way. This license is restricted to radio and audio servicing, installation or repair only. "Service" means the installation, maintenance, repair, replacement, inspection and modification of receiving equipment. "Service dealers" means a person engaging in the business of servicing receiving equipment, having an established location for the performance of such service.

**TV & Radio (Radio Technician) (Radio Install & Repair) License (R-2) – Credential Prefix TVR**

TV & Radio (Radio Technician) – Technical Exam (R-2) (Radio Install & Repair)

Application Fee \$40.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Original "Apprenticeship Completion" letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license is a technician working as an employee for a service dealer, which is either a sole proprietor or corporation. This license is restricted to radio and audio servicing, installation or repair only. "Service" means the installation, maintenance, repair, replacement, inspection and modification of receiving equipment.

**TV & Radio (Radio Restricted Contractor) (Radio Install Only) License (RR-1) – Credential Prefix TVR**

TV & Radio (Radio Restricted Contractor) – Business & Law Exam (RR-1)

TV & Radio (Radio Restricted Contractor) – Technical Exam (RR-1) (Radio Install Only)

Application Fee \$100.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Two (2) years licensed as a TV & Radio (Radio Restricted Technician) (Type RR-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: A license which allows installation of radio, stereo, CB, sound equipment in automobiles only. No repair work allowed. Can operate own

business, or sub-contract. Restricted to the installation of radio, stereo, CB, and sound equipment in automobiles only. No repair work is allowed. 40 question examination.

**TV & Radio (Radio Restricted Technician) (Radio Install Only) License (RR-2) – Credential Prefix TVR**

TV & Radio (Radio Restricted Technician) – Technical Exam (RR-2) (Radio Install Only)

Application Fee \$40.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license works as an employee for a service dealer, which is either a sole proprietor or corporation. The holder of this license is restricted to the installation of radio, stereo, CB, and sound equipment in automobiles only. No repair work is allowed.

**Valve Repair & Maintenance Contractor License (VT-1) – Credential Prefix HTG**

Valve Repair & Maintenance (Contractor) – Business & Law Exam (VT-1)

Valve Repair & Maintenance (Contractor) – Technical Exam (VT-1)

Application Fee \$75.00; Initial License Fee \$75.00

Application Qualification/Documentation Required: Two (2) years licensed as a Valve Repair & Maintenance Journeyman (Type VT-2)

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform only work limited to the inspection, maintenance, assembly or disassembly, repair (including machining or grinding) or replacement of all classes and types of valves. The requirements to qualify for this license examination shall be two (2) years as a properly licensed journeyman or equivalent experience and training.

**Valve Repair & Maintenance Journeyman License (VT-2) – Credential Prefix HTG**

Valve Repair & Maintenance (Journeyman) – Technical Exam (VT-2)

Application Fee \$45.00; Initial License Fee \$60.00

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: August 31st

Continuing Education Requirements: None

Examination Subject Matter: The holder of this license may perform work only while in the employ of a properly licensed contractor and only work limited to the inspection, maintenance, assembly or disassembly, repair (including machining or grinding) or replacement of all classes and types of valves. The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

**Well-Drilling Unlimited Contractor License (W-1) – Credential Prefix WWC**

Well-Drilling (Unlimited Contractor) – Business & Law Exam (W-1)

Well-Drilling (Unlimited Contractor) – Technical Exam (W-1)

Application Fee \$44.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Two (2) years licensed as a Well-Drilling Unlimited Driller (Type W-2)

Expiration Date: April 30th

Continuing Education Requirements: None

Examination Subject Matter: This registration permits the registrant to construct a well, including but not limited to, the installation, repair and maintenance of pumps, pump motors, pump piping, valves, wiring, electric controls and tanks. Before any registration is issued to any individual the Board shall require that the applicant submit:

- (1) His full, legal name, street address, city, state and zip code;
- (2) A certificate of liability insurance specifying well drilling purposes and providing liability coverage for bodily injury of at least one hundred thousand dollars (\$100,000) per person with an aggregate of at least three hundred thousand dollars (\$300,000), and for property damage of at least fifty thousand dollars (\$50,000) per accident with an aggregate of at least one hundred thousand dollars (\$100,000);
- (3) Documentation that he has been actively engaged in the well drilling trade as a well driller for a period of thirty-six (36) months prior to the date of his application and/or has held a valid W-2 registration for at least two years;
- (4) The name(s) and address(es) of his employee(s) who holds a master driller registration;
- (5) Letters of references from a Connecticut registered well contractor, a local public health official and one (1) other responsible citizen which attest to the applicant's integrity and ability to act as a well driller; and
- (6) He shall be found in compliance with all provisions of subsection (e) (1) of section 25-129 of the General Statutes, concerning his conduct in the well drilling industry.

**Well-Drilling Unlimited Driller License (W-2) – Credential Prefix WWD**

Well-Drilling (Unlimited Driller) – Technical Exam (W-2)

Application Fee \$44.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Original "Apprenticeship Completion" letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: April 30th

Continuing Education Requirements: None

Examination Subject Matter: The requirements for this registration shall be three (3) years as an apprentice driller or possesses equivalent experience and training. This registration permits the registrant to construct a well, including but not limited to, the installation, repair and maintenance of pumps, pump motors, pump piping, valves, wiring, electric controls and tanks only while the registrant is in the direct and regular employment of a contractor registered for such work. The applicant shall demonstrate his knowledge of well drilling by passing a written examination conducted pursuant to Sections 21a-7 (1) and 21a-8 (5) of the General Statutes.

**Well-Drilling Limited Contractor (Monitoring Wells/Non-Water Supply) License (W-3) – Credential Prefix WNC**

Well-Drilling (Limited Contractor) – Business & Law Exam (W-3)

Well-Drilling (Limited Contractor) – Technical Exam (W-3) (Monitoring Wells/Non-Water Supply)

Application Fee \$44.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Two (2) years licensed as a Well-Drilling Limited Driller (Type W-4)

Expiration Date: April 30th

Continuing Education Requirements: None

Examination Subject Matter: This registration permits the registrant to construct a well, including but not limited to, the installation, repair and maintenance of pumps, pump motors, pump piping, valves, wiring, electric controls and tanks. Before any registration is issued to any individual the Board shall require that the applicant submit:

- (1) His full, legal name, street address, city, state and zip code;
- (2) A certificate of liability insurance specifying well drilling purposes and providing liability coverage for bodily injury of at least one hundred thousand dollars (\$100,000) per person with an aggregate of at least three hundred thousand dollars (\$300,000), and for property damage of at least fifty thousand dollars (\$50,000) per accident with an aggregate of at least one hundred thousand dollars (\$100,000);
- (3) Documentation that he has been actively engaged in the well drilling trade as a well driller for a period of thirty-six (36) months prior to the date of his application and/or has held a valid W-4 registration for at least two years;
- (4) The name(s) and address(es) of his employee(s) who holds a master driller registration;
- (5) Letters of references from a Connecticut registered well contractor, a local public health official and one (1) other responsible citizen which attest to the applicant's integrity and ability to act as a well driller; and
- (6) He shall be found in compliance with all provisions of subsection (e) (1) of section 25-129 of the General Statutes, concerning his conduct in the well drilling industry.

**Well-Drilling Limited Driller (Monitoring Wells/Non-Water Supply) License (W-4) – Credential Prefix WND**

Well-Drilling (Limited Driller) – Technical Exam (W-4) (Monitoring Wells/Non-Water Supply)

Application Fee \$44.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: April 30th

Continuing Education Requirements: None

Examination Subject Matter: The requirements for this registration shall be three (3) years as an apprentice driller or possess equivalent experience and training. This registration permits the registrant to construct a well, including but not limited to, the installation, repair and maintenance of pumps, pump motors, pump piping, valves,

wiring, electric controls and tanks only while the registrant is in the direct and regular employment of a contractor registered for such work. The applicant shall demonstrate his knowledge of well drilling by passing a written examination conducted pursuant to Sections 21a-7 (1) and 21a-8 (5) of the General Statutes.

**Well-Drilling Limited Contractor (Well Casing Extensions) License (W-5) – Credential Prefix WNC**

Well-Drilling (Limited Contractor) – Business & Law Exam (W-5)

Well-Drilling (Limited Contractor) – Technical Exam (W-5) (Well Casing Extensions)

Application Fee \$44.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Two (2) years licensed as a Well-Drilling Limited Journeyman (Type W-6)

Expiration Date: April 30th

Continuing Education Requirements: None

Examination Subject Matter: This registration permits the registrant to perform plumbing and piping work pursuant to chapter 393 to perform well casing extension, repair and maintenance work

**Well-Drilling Limited Journeyman (Well Casing Extensions) License (W-6) – Credential Prefix WND**

Well-Drilling (Limited Journeyman) – Technical Exam (W-6) (Well Casing Extensions)

Application Fee \$44.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: April 30th

Continuing Education Requirements: None

Examination Subject Matter: This registration permits the registrant to perform plumbing and piping work pursuant to chapter 393 to perform well casing extension, repair and maintenance work while in the employ of a licensed contractor for such work.

**Well-Drilling Limited Contractor (Geothermal Wells) License (W-7) – Credential Prefix WWC**

Well-Drilling (Limited Contractor) – Business & Law Exam (W-7)

Well-Drilling (Limited Contractor) – Technical Exam (W-7) (Geothermal Wells)

Application Fee \$44.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Two (2) years licensed as a Well-Drilling Limited Driller (Type W-8)

Expiration Date: April 30th

Continuing Education Requirements: None

**Well-Drilling Limited Driller (Geothermal Wells) License (W-8) – Credential Prefix WND**

Well-Drilling (Limited Driller) – Technical Exam (W-8) (Geothermal Wells)

Application Fee \$44.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: April 30th

Continuing Education Requirements: None

**Well-Drilling Limited Contractor (Horizontal Geothermal Loops) License (W-9) – Credential Prefix WWC**

Well-Drilling (Limited Contractor) – Business & Law Exam (W-9)

Well-Drilling (Limited Contractor) – Technical Exam (W-9) (Horizontal Geothermal Loops)

Application Fee \$44.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Two (2) years licensed as a Well-Drilling Limited Driller (Type W-10)

Expiration Date: April 30th

Continuing Education Requirements: None

**Well-Drilling Limited Driller (Horizontal Geothermal Loops) License (W-10) – Credential Prefix WND**

Well-Drilling (Limited Driller) – Technical Exam (W-10) (Horizontal Geothermal Loops)

Application Fee \$44.00; Initial License Fee \$-0-

Application Qualification/Documentation Required: Original “Apprenticeship Completion” letter from the Connecticut Department of Labor, Office of Apprenticeship Training, for this specific category type

Expiration Date: April 30th

Continuing Education Requirements: None

## **CONNECTICUT-SPECIFIC EXAMINATIONS**

### **OCCUPATIONAL TRADES EXAMINATIONS**

The two components of this requirement are the business and law examinations listed below and the published text known as the “Connecticut Occupational Business and Law Manual”.

The Connecticut Business and Law manual for occupational professions shall be bound and shall contain minimum content areas which include the complete text of all related statutes, regulations and summary explanations of State and Federal government roles/responsibilities of contracting relating to all examination types within this contract.

Business and Law Exam portion Occupational			
	01	Licensing	5
	02	Estimating and Bidding	7
	03	Lien Law	1
	04	Financial Management	5
	05	Tax Laws	5
	06	Labor Laws	5
	07	Project Management	5
	08	Contracts	6
	09	Business Organization	2
	10	Risk Management	4
	11	Environmental and Safety	5
		Total:	50

### **REAL ESTATE EXAMINATIONS**

#### **Content Outline for Connecticut Real Estate Sales and Broker Licenses**

**Salesperson: 30 scored questions (State portion)**

**Broker: 40 scored questions (State portion)**

The state section of the examination is based on Connecticut General Statutes Chapter 392, the Connecticut Real Estate Commission regulations and policies implementing Chapter 392, and the other Connecticut laws referred to in the content outline. A compilation of Chapter 392 statutes, regulations and policies, entitled *Real Estate Law and Regulations Concerning the Conduct of Real Estate Brokers*, is available through the Department of Consumer Protection’s website at [www.state.ct.us/dcp](http://www.state.ct.us/dcp).

As a study guide, test takers may want to consult the most recent edition of Katherine A. Pancak, *Connecticut Real Estate Practice and Law*, published by Dearborn Real Estate Education, Chicago, IL, as well as other available textbooks and reference materials.

1. **Connecticut Real Estate Commission and Licensing Requirements (Sales 5 questions; Broker 5 questions)**
  - a. Real Estate Commission purpose, powers and duties
  - b. Activities requiring a license
  - c. Exemptions from licensure
  - d. License types and qualifications

- e. License renewal, continuing education, and transfer
  - f. Real Estate Guaranty Fund
  - g. License suspension and revocation
- 2. Connecticut Laws Governing the Activities of Licensees** (Sales 10 questions; Broker 11 questions)
- a. Broker/salesperson relationship
  - b. Duties to parties
  - c. Handling of deposits and other monies
  - d. Misrepresentation
  - e. Disclosure of nonmaterial facts
  - f. Advertising
  - g. Commissions and compensation
  - h. Unlicensed personal assistants
- 3. Connecticut Real Estate Agency** (Sales 8 questions; Broker 9 questions)
- a. Agency: the representing of a client vs. working with a customer
  - b. Agency agreements
  - c. Agency disclosure
  - d. Subagency limitations
  - e. Dual agency
  - f. Designated agency
  - g. Confidential information
  - h. Interference with agency relationship
- 4. Connecticut-Specific Real Estate Principles and Practices** (Sales 7 questions, Broker 7 questions)
- a. Connecticut-specific property ownership and transfer issues
    - i. Co-ownership forms and shares
    - ii. Adverse possession/prescriptive easement time
    - iii. Land records and recording
    - iv. Real property taxes and assessments
    - v. Conveyance tax
    - vi. Residential property condition disclosure
  - b. Connecticut Landlord-Tenant Act
  - c. Connecticut Common Interest Ownership Act
  - d. Connecticut fair housing law
  - e. Connecticut lead paint laws
  - f. Connecticut disclosure of off-site conditions law
  - g. Connecticut Uniform Electronic Transactions Act
- 5. For Brokers Exam Only** (Broker 8 questions)
- a. Record keeping
  - b. Escrow accounts
  - c. Brokers lien
  - d. Notice of commission rights in commercial transactions
  - e. Cooperation with out-of-state brokers
  - f. Interstate land sales
  - g. Mortgage brokerage fees charged by brokers
  - h. Real properties securities/syndication



**REAL ESTATE CONTINUING EDUCATION Test-out Examination  
2006 to 2008 Cycle; 40 questions (2008 to 2010 outline to be created)**

This outline is based on the continuing education mandatory curriculum for 2006-2008, which can be consulted at [www.state.ct.us/dcp](http://www.state.ct.us/dcp).

- 1. Current Issues in Real Estate I (20 questions)**
  - a. Broker/salesperson relationship
  - b. Agency representation
  - c. Misrepresentation/Nondisclosure
  - d. Advertising
  - e. Broker lien rights
  
- 2. Current Issues in Real Estate II (20 questions)**
  - a. Fair housing
  - b. Offers and contracts
  - c. Deposits
  - d. RESPA
  - e. Electronic signatures
  - f. Commercial real estate
  - g. Legislative and court case updates
    - i. Records retention
    - ii. Eminent domain
    - iii. Law updates from instructors seminar

**EXHIBIT B**

PRICE SCHEDULE

PRICE SCHEDULE  
 RFP-16 Rev 3/07  
 Prev. Rev. 12/06

**STATE OF CONNECTICUT**  
**PROCUREMENT SERVICES**  
**EXHIBIT B**

RFP NO.:  
**07PSX0079**

**Susanne Hawkins**  
 Contract Specialist

**(860) 713-5064**  
 Telephone Number

<b>PRICE SCHEDULE for RFP # 07PSX0079</b>		DELIVERY:	
		TERMS:	CASH DISCOUNT: %                      Days
		PROPOSER NAME:	

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	PRICE
	<p>Contractor agrees to provide testing, application processing and related services for Department of Consumer Protection Occupational and Professional licensure in accordance with Exhibit "A" detailed specifications.</p> <p>The RFP shall include a single quote for providing all testing, application processing and related services for:</p>	
1.	Occupational and Real Estate License Qualifying Examinations for the Categories Listed in Appendix "A"	\$ _____
	<u>Additional Services</u>	
	Business & Law Reference Manual	\$ _____
	Examination Review	\$ _____
	Duplicate Score Report	\$ _____
	Examination Re-Take	\$ _____
	Re-take one portion of a multi-portion examination	\$ _____
	Continuing Education (fee per name)	\$ _____
	<p>NOTE:            This RFP will be awarded on a TOTAL AWARD BASIS only.            Proposer must submit one (1) original and five (5) copies.</p>	