

**STATE OF CONNECTICUT
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**

PROVIDER FOR ADMINISTRATIVE SUPPORT SERVICES

REQUEST FOR PROPOSALS (RFP)

The Connecticut Department of Mental Health and Addiction Services (DMHAS), Southeastern Mental Health Authority (SMHA), requests proposals from experienced not-for-profit applicants to assist the Department in the provision of non-clinical support services (in New London County), including the administration of subsidies for individuals' living and program expenses, as detailed in this Request for Proposal.

Responses must be received no later than 3:00 PM Local Time, Wednesday, September 12, 2007. Any response(s) received after that date and time, will be returned, unopened to the applicant.

For questions on issues relating to this Request for Proposal, contact:

Linda Saporita
Executive Secretary
Department of Mental Health and Addiction Services
Southeastern Mental Health Authority
401 West Thames Street, Building 301
Norwich, Connecticut 06360
(860) 859-4532 telephone
(860) 859-4797 fax
Linda.Saporita@po.state.ct.us

The full RFP is available on DMHAS' Web Site at: <http://www.dmhas.state.ct.us/rfp.htm>

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER
MINORITIES AND WOMEN ARE ENCOURAGED TO RESPOND

TABLE OF CONTENTS

	<u>PAGE</u>
I. PROGRAM DESCRIPTION	3
II. INSTRUCTIONS FOR COMPLETION OF PROPOSAL	3
A. PROJECT DESCRIPTION	3
B. PROJECT MANAGEMENT	3
C. PROJECT EVALUATION	4
D. BUDGET	4
E. APPENDICES	4
III. FUNDING REQUIREMENTS	4
A. ELIGIBLE APPLICANTS	4
B. ANNUALIZED FUNDING	4
C. SCHEDULE	4
D. EX PARTE CONTACT PROHIBITED	4
E. EVALUATION AND SELECTION	5
F. CONTRACT EXECUTION	5
G. APPLICANT DEBRIEFING	5
IV. GENERAL PROPOSAL REQUIREMENTS	5
A. DISPOSITION OF PROPOSALS	5
B. CONDITIONS	5
C. PROPOSAL PREPARATION EXPENSE	6
D. RESPONSE DATE AND TIME	6
E. INCURRING COSTS	6
F. FREEDOM OF INFORMATION	6
G. OFFER OF GRATUITIES	7
H. CONFIDENTIALITY	7
I. AFFIRMATIVE ACTION	7
V. PROPOSAL EVALUATION	7
ATTACHMENTS:	
OPM ETHICS FORM 5: CONSULTING AGREEMENT AFFIDAVIT (ATTACHMENT #1)	9
OPM ETHICS FORM 6: AFFIRMATION OF RECEIPT OF STATE ETHICS LAWS SUMMARY (ATTACHMENT #2)	10
SEEC FORM 10 (ATTACHMENT #3)	11
DEFINITIONS (ATTACHMENT #4)	12
DMHAS BUDGET FORMS AND NARRATIVE (ATTACHMENT #5)	13

I. PROGRAM DESCRIPTION

The Connecticut Department of Mental Health and Addiction Services (DMHAS), Southeastern Mental Health Authority (SMHA), requests proposals from experienced not-for-profit applicants to provide support services which include, but are not limited to, the administration of monthly subsidies for individuals' rent and/or utilities, and other day to day living and program expenses. Other subsidies may include clinical evaluations, interpreter services, environmental modifications, and direct care services. In addition to processing monthly subsidies issued from DSS payments to individuals, the applicant agency will also receive requests/approvals from SMHA to cut checks to landlords, utility companies, etc. The total annualized amount of SMHA client support funds to be administered by the applicant organization (the Contractor) is approximately \$270,000.

This program will provide services for residents of New London County. **The contract period will be effective January 1, 2008 through June 30, 2010.** The contract will include funding for client support services as listed above as well as funding for staffing to provide the administrative functions. A fiduciary fee to equal an approved percentage of the annual contract budget will also be included in the total funding award. The annualized budget for the staffing for these support services is requested to be submitted from the Contractor with this proposal, as well as the percentage proposed for the fiduciary fee.

II. INSTRUCTIONS FOR COMPLETION OF PROPOSAL

Responses to this Request for Proposal should consist of the following components IN THE ORDER SPECIFIED BELOW. A description of each of these components is provided below. The narrative must be clear, concise, paginated, and must not exceed 2 – 5 single-spaced pages in length, exclusive of the budget and appendices. The proposal shall be presented with sections labeled and numbered as described in each section A – E. In general, the proposal must appear as follows:

*** Provide a cover page to include the applicant agency name, address, agency contact person, telephone, fax, email address.**

A. PROJECT DESCRIPTION (40 Points)

Provide a narrative explaining how your agency will provide the support services as described in this Request for Proposal. The narrative should include the process planned for the provision of administrative services which includes, but is not limited to, the following:

1. the receipt of requests for payment of living and program expenses, including subsidies, pertaining to individuals receiving services from the Department;
2. the issuance of checks for those expenses;
3. the tracking of that information; and
4. the submission to the Department of the required financial reporting.

B. PROJECT MANAGEMENT (40 Points)

1. Describe the capability and experience of the applicant organization with the handling of similar administrative functions.
2. Include the job description for the staff who will be assigned to this project.

C. PROJECT EVALUATION (10 Points)

1. Describe the information that your agency would require from SMHA in order to process a request for payment of an expense(s).
2. Provide the procedures planned for the auditing process that would be in place to ensure program compliance.

D. BUDGET (10 Points)

1. Present an annualized budget (see Attachment #5), including the staffing position(s) dedicated to the provision of the services outlined in this Request for Proposal.
2. The applicant organization should also include the percent requested for a fiduciary fee as payment for the administrative support services which will be provided.

E. APPENDICES

Only the appendices specified below may be included in the application.

- Appendix 1: Documentation of Experience and References
- Appendix 2: Proposed Budget for this project (excluding the support services funds)
- Appendix 3: Job Description for staff dedicated to this project
- Appendix 4: Recent Financial Audit
- Appendix 5: OPM Ethics Form 5 (See Attachment #1)
- Appendix 6: OPM Ethics Form 6 (See Attachment #2)
- Appendix 7 Campaign Affidavit (SEEC Form 10) (See Attachment #3)

III. FUNDING REQUIREMENTS

A. ELIGIBLE APPLICANTS

Proposals may be submitted from private, nonprofit (501 (c) (3)) community-based organizations. Application eligibility is restricted to applicants who have the infrastructure and expertise to provide services requested through this RFP.

B. ANNUALIZED FUNDING

It is anticipated that annualized funding for this project, covering the period January 1, 2008 - June 30, 2010 will be available and the final award amount will be negotiated. Continued funding is contingent upon the ongoing availability of funds, satisfactory program performance and demonstrated need for these services.

C. SCHEDULE

TASK TIMEFRAMES
RFP Released: Thursday, August 30, 2007.
Proposals Due: Wednesday, September 12, 2007 @ 3:00 PM.
Successful Applicant Announced/Contract Negotiations: Friday, September 21, 2007.
Note: All times are Eastern Time.

D. EX PARTE CONTACT PROHIBITED

Any form of ex parte contact regarding this RFP or any proposal being prepared or being considered under this RFP, whether directly or indirectly, is hereby strictly prohibited. This includes, but is not limited to, any contact with elected officials or other state employees asking

them for advice, information, or support at any time when actual notification of results is made. Violations will result in outright rejection of any and all proposals submitted under this RFP by the respondent. Any inquiries or requests regarding the RFP must be submitted to the Program Contact (Reference RFP Page 1).

E. EVALUATION AND SELECTION

It is the intent of DMHAS to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this procurement. Only proposals found to be responsive to the RFP will be evaluated and scored. A responsive proposal must comply with all instructions listed in this RFP. The original and four exact, legible copies (total of 5) of the proposal must be received in a properly addressed package by the deadline.

F. CONTRACT EXECUTION

The pursuant contract developed, as a result of this RFP, is subject to Department contracting procedures, which includes approval by the Office of the Attorney General. Please note that contracts are executory and that no financial commitments can be made until, and unless, the contract is approved by the Office of the Attorney General.

G. APPLICANT DEBRIEFING

The Department will notify all applicants of any award issued by it as a result of this RFP. Unsuccessful applicants may, within thirty (30) days of the signing of the resultant contract, request a meeting for debriefing and discussion of their proposal by contacting the DMHAS contact person (Reference RFP Page 1) in writing at the address previously given. Debriefing will not include any comparisons of unsuccessful proposals with other proposals.

IV. GENERAL PROPOSAL REQUIREMENTS

A. DISPOSITION OF PROPOSALS

DMHAS reserves the right to reject any and all proposals, or portions thereof, received as a result of this request or to negotiate separately any service in any manner necessary to serve the best interest of DMHAS. DMHAS reserves the right to contract for all or any portion of the scope of work contained within this RFP if it is determined that contracting for a portion of the work will best meet the needs of DMHAS.

B. CONDITIONS

Any prospective applicants must be willing to adhere to the following conditions and must positively state them in the proposals:

1. **Conformance with Statutes.** Any contract awarded as a result of this RFP must be in full conformance with statutory requirements of State of Connecticut and the Federal Government.
2. **Ownership of Subsequent Products.** Any product, whether acceptable or unacceptable, developed under a contract awarded, as a result of this RFP is to be sole property of the Department unless stated otherwise in the RFP or contract.
3. **Timing and Sequence.** Timing and sequence of events resulting from this RFP will ultimately be determined by DMHAS.
4. **Oral Agreement.** Any alleged oral agreement or arrangement made by an applicant with any agency or employee will be superseded by a written agreement.

5. **Amending or Canceling Requests.** DMHAS reserves the right to amend or cancel this RFP, prior to the due date and time, if it is in the best interest of DMHAS and the State.
6. **Rejection for Default or Misrepresentation.** DMHAS reserves the right to reject the proposal of any applicant that is in the default of any prior contract or for misrepresentation.
7. **Department's Clerical Errors in Awards.** DMHAS reserves the right to correct inaccurate awards resulting from its clerical errors.
8. **Rejection of Qualified Proposals.** Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
9. **Applicant Presentation of Supporting Evidence.** An applicant, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the proposal.
10. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of DMHAS may be required at the applicant's expense.
11. **Collusion.** By responding, the applicant implicitly states that it is submitting an independent response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the applicant did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the agency participated directly or indirectly in the applicant's proposal preparation.

C. PROPOSAL PREPARATION EXPENSE

The State of Connecticut and DMHAS assume no liability for payment of expenses incurred by applicants in preparing and submitting proposals in response to this solicitation.

D. RESPONSE DATE AND TIME

In order to be considered for selection, the Department must receive proposals **by 3:00 P.M. Local Time, on Wednesday, September 12, 2007.** Postmark date will **not** be considered the basis for meeting any submission deadline. Any applicant's response, which is received after the deadline, will not be accepted. Receipt of a proposal after the closing date and time as stated herein shall **not** be construed as acceptance of the proposal. If delivery of the proposal is not made by courier or in person, the use of Certified or Registered mail is suggested. **All** RFP communications, including proposals, should be addressed to the RFP Program Contact (Reference RFP Page 1).

E. INCURRING COSTS

DMHAS is not liable for any costs incurred by the applicant prior to the effective date of a contract.

F. FREEDOM OF INFORMATION

Due regard will be given to the protection of proprietary information contained in all proposals received. However, applicants should be aware that all materials associated with this RFP are subject to the terms of the Freedom of Information Act, the Privacy Act, and all rules, regulations and interpretations resulting therefrom. It will not be sufficient for applicants to merely state generally that the proposal is proprietary in nature and not therefore subject to release to third parties. Those particular pages or sections, which an applicant believes to be proprietary, must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exception from release consistent with Section 1-210 of the Connecticut General Statutes must accompany the proposal. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Applicant that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the above-cited Statute. In any case, the narrative portion of the proposal may

not be exempt from release. Between the applicant and DMHAS, the final administrative authority to release or exempt any or all material so identified rests with DMHAS.

G. OFFER OF GRATUITIES

By submission of a proposal, the applicant certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this procurement. Any contract arising from this procurement may be terminated by DMHAS if it is determined that gratuities of any kind were either offered to or received by any of the aforementioned officials or employees from the applicant, the applicant's agent or the applicant's employee(s). The campaign affidavit (SEEC Form 10) provided as Attachment #3, must be completed by all respondents.

H. CONFIDENTIALITY

The successful bidder shall comply with all applicable state and federal laws and regulations pertaining to the confidentiality of proprietary information, data and other confidential or personal information concerning the medical, personal or business affairs of patients acquired in the course of providing services under this RFP. The successful bidder shall keep confidential all financial, operating, proprietary or business information of DMHAS relating to the provision of services under this RFP which is not otherwise public information, along with all information, not described above, but specified in writing by DMHAS as confidential information. The successful bidder shall also cause each of its agents, employees, or subcontractors and other persons and organizations involved in doing business with or controlled by it from disclosing or transmitting to any person or legal entity any of the described information. The successful bidder shall ensure that the appropriate qualified service organization agreements are in place pursuant to federal confidentiality regulations.

I. AFFIRMATIVE ACTION

Regulations of Connecticut State Agencies Section 46a68j-3(10) requires agencies to consider the following factors when awarding a contract that is subject to contract compliance requirements:

- i. the applicant's success in implementing an affirmative action plan;
- ii. the applicant's success in developing an apprenticeship program complying with Section 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive;
- iii. the applicant's promise to develop and implement a successful affirmative action plan;
- iv. the applicant's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- v. the applicant's promise to set aside a portion of the contract for legitimate small contractors and minority business enterprises. (See CGS 4a-60).

V. PROPOSAL EVALUATION

The Department will conduct a comprehensive, fair and impartial evaluation of proposals received in response to this request for proposal. There will be two levels of review for DMHAS grants:

Level 1 - Evaluation of Minimum Requirements

The purpose of this phase is to determine if each proposal is sufficiently responsive to the minimum RFP requirements to permit a complete evaluation of the Technical and Business Proposal. Proposals must comply with the instructions to applicants contained throughout this RFP. Failure to comply with

the instructions may deem the proposal non-responsive and subject to rejection without further consideration. The Department reserves the right to waive minor irregularities. The minimum requirements for a proposal to be given consideration are:

Closing Date: The proposal must have been received before the closing of acceptance of proposals in the number of copies specified.

Compliance: The proposal must comply with all of the requirements outlined in this RFP.

Level 2 - Evaluation of the Proposal

Only those proposals passing the minimum requirements will be considered in Phase 2. The Department reserves the right to reject any and all proposals. An Evaluation Team including, but not limited to, the SMHA Chief Executive Officer, the SMHA Managed Service System Director, and other SMHA designated staff, will be established to assist in the selection of applicants. The Department reserves the right to alter the composition of this team. The Evaluation Team will be responsible for the review and scoring of all proposals in the following domains, as fully detailed in this RFP.

- A. PROJECT PLAN (40 Points)**
- B. PROJECT MANAGEMENT (40 Points)**
- C. PROJECT EVALUATION (10 Points)**
- D. BUDGET (10 Points)**



**STATE OF CONNECTICUT
CONSULTING AGREEMENT AFFIDAVIT**

Affidavit to accompany a State contract for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b)

INSTRUCTIONS:

If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete all sections of the form. If the bidder or vendor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. **If the bidder or vendor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1):** Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if the contractor enters into any new consulting agreement(s) during the term of the State contract.

AFFIDAVIT: [Number of Affidavits Sworn and Subscribed On This Day: _____]

I, the undersigned, hereby swear that I am the chief official of the bidder or vendor awarded a contract, as described in Connecticut General Statutes § 4a-81(a), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, **except for the agreement listed below:**

Consultant's Name and Title

Name of Firm (if applicable)

Start Date

End Date

Cost

Description of Services Provided: _____

Is the consultant a former State employee or former public official? YES NO

If YES: _____
Name of Former State Agency

Termination Date of Employment

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

Printed Name of Bidder or Vendor

Signature of Chief Official or Individual

Date

Federal Employer ID No. (FEIN)
or Social Security Number (SSN)

Printed Name (of above)

Awarding State Agency

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

**Commissioner of the Superior Court
or Notary Public**



STATE OF CONNECTICUT
AFFIRMATION OF RECEIPT OF STATE ETHICS LAWS SUMMARY

Affirmation to accompany a large State construction or procurement contract, having a cost of more than \$500,000, pursuant to Connecticut General Statutes §§ 1-101mm and 1-101qq

INSTRUCTIONS:

Complete all sections of the form. Submit completed form to the awarding State agency or contractor, as directed below.

CHECK ONE:

- I am a person seeking a large State construction or procurement contract. I am submitting this affirmation to the awarding State agency with my bid or proposal. [Check this box if the contract will be awarded through a competitive process.]
- I am a contractor who has been awarded a large State construction or procurement contract. I am submitting this affirmation to the awarding State agency at the time of contract execution. [Check this box if the contract was a sole source award.]
- I am a subcontractor or consultant of a contractor who has been awarded a large State construction or procurement contract. I am submitting this affirmation to the contractor.

IMPORTANT NOTE:

Contractors shall submit the affirmations of their subcontractors and consultants to the awarding State agency. Failure to submit such affirmations in a timely manner shall be cause for termination of the large State construction or procurement contract.

AFFIRMATION:

I, the undersigned person, contractor, subcontractor, consultant, or the duly authorized representative thereof, affirm (1) receipt of the summary of State ethics laws* developed by the Office of State Ethics pursuant to Connecticut General Statutes § 1-81b and (2) that key employees of such person, contractor, subcontractor, or consultant have read and understand the summary and agree to comply with its provisions.

* The summary of State ethics laws is available on the State of Connecticut's Office of State Ethics website at http://www.ct.gov/ethics/lib/ethics/contractors_guide_final2.pdf

Signature	Date		
Printed Name	Title		
Firm or Corporation (if applicable)			
Street Address	City	State	Zip
Federal Employer ID Number (FEIN) or Social Security Number (SSN)		Awarding State Agency	

ATTACHMENT #3

SEEC FORM 10

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

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

Campaign Contribution and Solicitation Ban

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

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

Duty to Inform

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

Penalties for Violations

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

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

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

Contract Consequences

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

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

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

Receipt acknowledged: _____ (signature) _____ (date)

Print name: _____ Title: _____

Company Name: _____

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

Definitions:

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

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100.

"Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

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

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

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

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

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

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

PLEASE INSERT DMHAS BUDGET PAGES.