

## Addendum 2

**Question 1:** What type of contract vehicle will be used for this evaluation?

Will the State choose to use a firm-fixed price, cost plus firm fixed fee, or a time and materials type of contract?

**Response:** A Personal Service Agreement will be used with a firm-fixed price.

**Question 2:** Is there a specific format budget that the State would like to see the cost proposal in so as to facilitate more direct comparisons between evaluators' cost proposals? Is there a model or template that vendors might use in preparing their responses?

**Response:** No, there is no specific format budget or template in preparing responses.

**Question 3:** What is the size of the Hartford Jobs Funnel (HJF) staff?

**Response:** Total of 10 FTEs, employed on contractual basis by several community-based organizations, working together as a team under unified supervision of Program Manager.

**Question 4:** Have any of the senior HJF staff been with the program since its inception or for most of the program's operating period?

**Response:** Program Manager has been involved with initiative from the beginning in 1999, originally as contracted service provider, for the last 7 years in Program Manager capacity.

**Question 5:** Will HJF staff be made available as needed throughout the evaluation period?

**Response:** Yes, as feasible, working with/through Program Manager.

**Question 6:** Will staff from partnering entities be made available as needed throughout the evaluation period?

**Response:** Yes, as feasible, working with/through Program Manager.

**Question 7:** Will any written information be provided regarding the program? If so, what?

**Response:** Yes. Agendas of Steering Committee meetings; monthly financial reports; monthly performance reports; copies of grant applications to major funders; marketing/communications materials, etc. All reasonably accessible materials will be accessible upon request.

**Question 8:** Have any previous assessments been undertaken for the HJF? If so, what was their focus and will they be made available?

**Response:** A process evaluation was conducted in 2002. No additional formal assessments have been conducted in the interim. That evaluation will be made available upon request to the selected contractor.

**Question 9:** Are the finances of the HJF controlled by the staff of the HJF or another entity? If another entity, what is it and will they make financial data available to the evaluation team?

**Response:** Fiduciary responsibility lies with Capital Workforce Partners (CWP), the regional workforce

investment board (WIB) of north central Connecticut. Reasonable access to relevant financial data will be provided upon request, working through the HJF Program Manager.

**Question 10:** Will evaluators be granted access to current and previous trainees' contact information for the purpose of information collection?

**Response:** Yes, subject to normal/reasonable protocols concerning information about individuals.

**Question 11:** What administrative existing data sources can be made available to evaluators to assist with the outcomes evaluation? Are there administrative records from the program, and if so what information is available within for participants? Will the evaluator have access to the Hartford Connects Outcomes and Assessment data for the HJF? Has the Hartford Connects database for the HJF been used; how many years does it cover, and how many records are contained within it? Will the State be able to share Unemployment Insurance data for HJF participants, and if so for what time periods?

**Response:** Historical month-to-month/annualized/cumulative data is available on file at HJF offices and through CWP-administered data system. Basic demographic information is available on all participants who have completed application forms and for whom case files have been developed. Access to outcomes and assessment data will be provided. The Hartford Connects database covers the past 5 program years. The number of records will have to be clarified in conversation with CWP. Access to UI participant data is subject to discussion with the Labor Department.

**Question 12:** How many employers have been associated with the HFJ, and will the State be able to share contact information for these employers with evaluators? Has there been a mechanism in place for measuring their satisfaction or obtaining feedback from them, and if so what has it been and how has it worked?

**Response:** The number of employers will have to be determined by a review of participant records over the 10 years of project implementation. Available contact information will be provided as feasible. Employer satisfaction feedback data is informal/anecdotal.

**Question 13:** Is the Office for Workforce Competitiveness seeking a specific metric for "Return on Investment"? If so, please provide specific details.

**Response:** It is anticipated that the selected contractor will propose and utilize an appropriate ROI metric as a by-product of this evaluation exercise.

**Question 14:** What would be the numerators for the "retention rate" and "completion" rates, and what would be their denominators?

**Response:** To be proposed by the selected evaluator.

**Question 15:** Does HJF operate from one central site or multiple sites?

**Response:** HJF operates out of a central office at Veeder Place in Hartford.

**Question 16:** Are the data required (for example, population demographics, participant occupations, performance appraisals, safety rates, etc.) for this evaluation available in a database or will some need to be inputted into a database for analysis?

**Response:** Some of the data is available in a database, other information will need to be inputted.

**Question 17:** Will unemployment insurance data be available in a database?

**Response:** To be determined in discussion with the Labor Department.

**Question 18:** Are data elements required for this evaluation directly available from OWC? If not will OWC facilitate obtaining the necessary data from other state offices or will that be the responsibility of the contractor?

**Response:** Data elements are not directly available from OWC. OWC will provide reasonable assistance to the contractor in attempting to obtain necessary data, principal responsibility for which remains with the selected contractor.

**Question 19:** Will it be possible for the selected evaluator to conduct interviews or surveys of HJF program participants and employers?

**Response:** Yes.

**Question 20:** In providing recommendations, would it be sufficient to provide contact information for project representatives and a brief overview of how each project bears on the requirements of the HJF project, or are formal letters of recommendation required?

**Response:** Per Section III, 2.) of the RFP, at least two letters of recommendation from work completed within the last three years are required.

# Addendum 1

**Question 1:** What program data is available to the evaluators for this project. Is there data documenting information about the individuals who went through the program (demographics, zip code), the program components that they received including the amount of service, the jobs they were placed in and their satisfaction with the process?

**Response:** Yes, all of the program data referenced in Question 1 is available to the evaluators for this project, with the exception of information re: individuals' satisfaction with the process – this data has been captured, but not consistently over the past several years of the program.

**STATE OF CONNECTICUT  
OFFICE FOR WORKFORCE COMPETITIVENESS**

**REQUEST FOR PROPOSALS**

**HARTFORD JOBS FUNNEL EVALUATION**  
**August, 2008**

**Request for Qualifications**

- Section I Introduction and Project Description
- Section II Scope of Services
- Section III Required Information
- Section IV Selection Criteria
- Section V Submission and Selection Process
- Section VI General Conditions
- Section VII Communication Protocol

**Exhibits**

- Exhibit A Campaign Contribution and Solicitation Ban
- Exhibit B Nondiscrimination Certification

## **SECTION I – INTRODUCTION AND PROJECT DESCRIPTION**

The Hartford Jobs Funnel (HJF) was organized in 1999 with the objective of placing qualified Hartford residents new to the building trades into employment leading to productive careers in the construction industry. The principal focus was on job opportunities created during the construction phase of several major state-supported development projects intended to revitalize downtown Hartford, under the oversight and direction of the Capital City Economic Development Authority, a quasi-public state agency created in 1998.

Those projects include the construction of the Connecticut Convention Center, Downtown Marriott Hotel, Morgan Street Parking Garage and other downtown parking facilities, various downtown housing initiatives including the Trumbull Center and the Hartford 21 renovation of the Civic Center, downtown relocation and renovation of Capital Community College, the University of Connecticut football stadium at Rentschler Field in East Hartford, the Connecticut Center for Science and Exploration, the new hotels/facilities at both Foxwoods and Mohegan Sun, and others. Job opportunities available through the ongoing reconstruction and renovation of numerous Hartford public schools and other construction efforts throughout Hartford and the Capital region are also targeted.

HJF is funded by the State of Connecticut (Office for Workforce Competitiveness), the Hartford Foundation for Public Giving, Capital Workforce Partners (the regional workforce investment board), Connecticut Light and Power, Laborers-AGC Education and Training Fund, and Making Connections-Casey Foundation. HJF provides an array of community-based services to prospective job candidates, including assessment and testing, remedial math instruction, pre-employment preparation services and workplace-related workshops, customized training, job referral and matching, intensive case management and retention support services. HJF staff work closely with employers to insure that their expectations are met. A broad-based Steering Committee representing key constituencies and interests from across the city provides guidance and oversight.

At this time, the State of Connecticut, Office for Workforce Competitiveness (OWC), is seeking proposals for an independent evaluation of the Hartford Jobs Funnel. Interested parties must meet the selection criteria and demonstrate successfully the ability to perform the scope of services outlined in the proposal and to fulfill all of the responsibilities assigned.

## **SECTION II – SCOPE OF SERVICES**

The selected applicant must provide a comprehensive evaluation of the Hartford Jobs Funnel program which includes all of the following elements:

- A. Program Description – Background
  - 1. Program Design - History
  - 2. Governance Structure
  - 3. Staff Organization & Capacity
  - 4. Original Program Goals [and how they evolved]

- B. In-depth Program Analysis
  - 1. Participant Profiles
    - i. Demographics, zip code distribution in Hartford
    - ii. Profile of successful participants
  - 2. Program Service and Administrative Elements
    - i. Descriptions of Service Components
    - ii. Types of Occupational Placements
      - 1. building trade/construction within unions
      - 2. non-union construction placements
      - 3. non-construction placements
    - iii. Length of Service Process (intake to outcome)
    - iv. Issues and barriers that impact participant success
    - v. Services (or lack thereof) to non-completers of HJF
    - vi. Innovations, Lessons-Learned, Weaknesses/Opportunities for Improvement, Best Practices
    - vii. Data management, financial oversight/controls, administrative support functions
    - viii. Funding history, patterns of use, corresponding rationale
  - 3. Performance Outcomes [vs. established specific annual performance targets]
    - i. Enrollments
    - ii. Training retention rates
    - iii. Training Completion rates
    - iv. Credential rates (apprentice, journeyman, etc.)
    - v. Entered Employment rates
      - 1. within construction industry
      - 2. outside construction industry
    - vi. Employment Retention @ 12 & 24 months
    - vii. Wage rates at placement and retention benchmarks
    - viii. Indicators of training effectiveness (performance appraisals, safety rates on the job, etc)
    - ix. Employer satisfaction with trainees
    - x. Return on Investment
- C. Recommendations for Continuous Improvement
  - 1. General Program Findings - Recommendations
  - 2. Future Sustainability Opportunities
  - 3. Portability of Program Design to other communities and/or other industries/sectors/occupations

The total cost for a comprehensive program evaluation, including all of the elements outlined above, shall not exceed \$25,000. The contract period is September 29, 2008 through December 31, 2008.

### **SECTION III – REQUIRED INFORMATION**

Applicants must provide the information listed below as part of their submission to the Request for Proposals (RFP). All materials will become the property of the State of Connecticut.

Ten (10) copies of the complete RFP package must be submitted. Each submission in response to the RFP must contain the following information:

1. A concise description of how the applicant will provide the Scope of Services required in Section II of this RFP.
2. A narrative which describes how the applicant meets the established criteria outlined in Section IV. Please attach relevant certifications, documentation of experience, and at least two letters of recommendation from work completed within the last three (3) years.
3. A detailed description of the time frame and budget required to meet the Scope of Services described above, including information on the strategies and methods which will be used to ensure that the work will be completed on schedule.
4. Identification of primary individual(s) who will administer and/or work on the Scope of Services, including such individual(s) experience and background relevant to this assignment. Resumes must be included in an appendix for all primary individuals, including collaborative partners.
5. Any additional information which the applicant wishes to bring to the attention of the State that is relevant to this RFP and that documents the qualifications of the applicant according to the selection criteria listed below, including a list of collaborative partners and their qualifications.

### **SECTION IV - SELECTION CRITERIA**

Qualifications of applicants will be evaluated according to the demonstration of:

- 1) Outline of Work: quality of the proposed work plan and methodologies to provide a comprehensive program assessment and evaluation (up to 30 points);
- 2) Applicant's Qualifications: significant knowledge, experience, training and expertise with the working methods and procedures applicable to effective program analysis and continuous improvement (up to 30 points);
- 3) Key Personnel: qualifications of the primary individual(s) assigned to the project (up to 20 points);
- 4) Cost: accuracy of budget and cost-effectiveness of the proposal (up to 10 points); and
- 5) References: letters of recommendation describing the applicant's qualifications and dependability required to complete the assignment successfully (up to 10 points).



## SECTION V - SUBMISSION AND SELECTION PROCESS

In order to be considered for this assignment, all submissions to the RFP must be in the possession of the State of Connecticut Office for Workforce Competitiveness (OWC) **no later than 3:00 p.m. on Wednesday, September 3, 2008**. Any submission postmarked or hand carried after this date and time will not be considered. All submissions must be in sealed envelopes or packages and must include ten (10) copies of the entire package. Submissions must be mailed or delivered to the Official Agency Contact:

State of Connecticut  
Office for Workforce Competitiveness  
100 Great Meadow Road, Suite 401  
Wethersfield, CT 06109  
Attn: Ms. Beth Trenchard

### Selection Process Calendar

August 6, 2008	RFP release date
August 20, 2008	3:00 p.m. deadline for submission of RFP questions
September 3, 2008	3:00 p.m. deadline for RFP submissions
September 17, 2008	Selection and notification of contractor

## SECTION VI - GENERAL CONDITIONS

Important Note: All applicants must be willing to adhere to the following conditions and must positively state this in the proposal.

1. All qualifications in response to this RFP are to be the sole property of the State. Applicants are encouraged not to include in their qualifications any information, which is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
2. Any product, whether acceptable or unacceptable to the State, developed under a contract awarded as a result of the RFP, is to be the sole property of the State.
3. The applicant agrees that the proposal will remain valid for a period of 90 days after the closing date for the submission and may be extended beyond that time by mutual agreement.
4. The State may amend or cancel this RFP, prior to the due date and time, if the State deems it to be necessary, appropriate, or otherwise in the best interests of the State.

5. Any costs and expenses incurred by the applicant in preparing or submitting qualifications are the sole responsibility of the applicant. 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.
6. No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification of qualifications may be required by the State at the applicant's sole cost and expense.
7. The applicant awarded the contract may be required to give presentations to the extent necessary to satisfy the State's requirements or needs. In some cases, applicant may have to give presentations or further explanation to the RFP screening committee.
8. The applicant represents and warrants that the proposal is not made in connection with any other applicant and is in all respects fair and without collusion or fraud. The applicant further represents and warrants that they did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the State participated directly in the applicant's proposal preparation.
9. All responses to the RFP must conform to instruction. Failure to answer all questions or to follow the requested format may be considered appropriate cause for rejection of the response.
10. The contract document will represent the entire agreement between the applicant and OWC and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for payment for services under the terms of the contract until the successful applicant is notified that the contract has been accepted and approved by the State. The contract may be amended only by means of a written instrument signed by the State and the applicant.
11. With regard to a State contract as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Exhibit A attached.
12. Documentation Required Subsequent to Contract Execution. The applicant chosen for the contract will provide the documentation below at time of execution of the contract. This requirement does not apply to an entity of the State of Connecticut.
  - (a) Nondiscrimination Certification: Public Act 07-142 and Public Act 07-245 have amended the nondiscrimination provisions of the Connecticut General Statutes to add civil unions to the existing protected classes and to require State responders to adopt policies in support of the new statutes by means of a resolution. Accordingly, Exhibit B is a form certification that the successful responder must deliver executed at the time that it executes the contract. The execution and submittal of this certificate is a condition precedent to the State's executing the contract, unless the

responder is exempt from this statutory requirement, in which case the responder must obtain a written waiver from the State's Commission on Human Rights and Opportunities.

### **Rights Reserved To the State**

The State of Connecticut reserves the right, at its sole and absolute discretion, to extend any of the actual or proposed dates in the time schedule applicable to all applicants, and further reserves the right to reject any and all submissions from any or all applicants and to republish the RFP.

The State also reserves the right, at its sole and absolute discretion, to terminate the RFP process at any time prior to execution of any contract.

The State reserves the right to award in part, to reject any and all qualifications in whole or in part, to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the State will be served; for misrepresentation or when the applicant is in default of any prior State contract; or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP.

The State reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to an applicant and subsequently awarding the contract to another applicant. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial applicant is deemed to be void and of no effect as if no contract ever existed between the State and the applicant.

## **SECTION VII - COMMUNICATION PROTOCOL**

All questions must be in writing and directed exclusively to the Official Agency Contact, Ms. Beth Trenchard. Inquiries must be transmitted via email to:

[beth.trenchard@po.state.ct.us](mailto:beth.trenchard@po.state.ct.us)

All questions must be received **no later than 3:00 p.m. on August 20, 2008** to be considered for a reply. All applicants will be able to view the answers to questions through Addendums to this RFP document which will be posted as necessary on the following website:

[http://www.das.state.ct.us/Purchase/Portal/Portal\\_Home.asp](http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp)

The State of Connecticut reserves the right to respond or not to respond to specific questions, clarifications or requests concerning the RFP process. The State acknowledges that information contained in the submissions is subject to the Freedom of Information Act (FOIA).

## Exhibit A

### 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 9-61 2(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 below):

#### **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 of 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.

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](http://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.

**Exhibit B**

**NONDISCRIMINATION CERTIFICATION**

*(By corporate or other business entity regarding support of nondiscrimination against persons on account of their race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex, mental retardation, physical disability or sexual orientation.)*

I, signer's name, signer's title, of name of entity, an entity lawfully organized and existing under the laws of name of state or commonwealth, do hereby certify that the following is a true and correct copy of a resolution adopted on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the governing body of name of entity, in accordance with all of its documents of governance and management and the laws of name of state or commonwealth, and further certify that such resolution has not been modified, rescinded or revoked, and is, at present, in full force and effect.

RESOLVED: That name of entity hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

WHEREFORE, the undersigned has executed this certificate this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

Effective June 25, 2007