

REQUEST FOR PROPOSAL

UCHC-9 Rev. 05/07  
Previous Rev. 01/07

**STATE OF CONNECTICUT**  
**UNIVERSITY OF CONNECTICUT HEALTH CENTER**  
**PURCHASING DEPARTMENT**  
263 Farmington Avenue, MC4036

Farmington, CT 06032

<b>RFP Number:</b>  5-2162
<b>RFP Due Date:</b> October 20, 2008 at 3:30PM

**Matthew A. Larson**  
*Director of Purchasing*

**860-679-2408**  
*Telephone Number*

Addendum No.: 4  
Bid No.: 5-2062  
Title: SBE/MBE Copier Hardware and Services Provider

Please incorporate and note the Attached/Following into your proposal documents.

1. Clarification/ requirement change for On-Site Tech Support:  
Please note that the On-Site Tech Support requirement, "The on site associate will be required to have the skills to operate the UCHC owned equipment in Reprographics with no loss in production schedules as needed by the Reprographics Dept.," located as the last bullet in the On-Site Tech Support portion within the Services, Account Support, and Training Section on page two (2) of the specification document titled, "SBE/MBE Copier Hardware and Services Provider," dated July 16, 2008, **is deleted**. Also, please disregard answers #6 and #7 of addendum no. 2 issued on 9/11/08. All other requirements listed in the On-Site Tech Support portion remain in effect.
2. The due date remains Monday, October 20, 2008 at 3:30PM.

FOR:  
The University of Connecticut Health Center

**Bidders Note:**

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

\_\_\_\_\_  
Authorized Signature of Bidder

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

Approved \_\_\_\_\_  
Matthew A Larson  
Director of Purchasing Services

Dated Issued: 9/30/08  
**END OF ADDENDUM**

REQUEST FOR PROPOSAL

UHC-9 Rev. 05/07  
Previous Rev. 01/07

**STATE OF CONNECTICUT**  
**UNIVERSITY OF CONNECTICUT HEALTH CENTER**  
**PURCHASING DEPARTMENT**  
263 Farmington Avenue, MC4036

Farmington, CT 06032

<b>RFP Number:</b>  5-2162
<b>RFP Due Date:</b> October 20, 2008 at 3:30PM

**Matthew A. Larson**  
*Director of Purchasing*

**860-679-2408**  
*Telephone Number*

Addendum No.: 3  
Bid No.: 5-2062  
Title: SBE/MBE Copier Hardware and Services Provider

Please incorporate and note the Attached/Following into your proposal documents.

1. Please note: The due date has been extended to Monday, October 20, 2008 at 3:30PM.

FOR:  
The University of Connecticut Health Center

**Bidders Note:**

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

\_\_\_\_\_  
Authorized Signature of Bidder

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

Approved \_\_\_\_\_  
Matthew A Larson  
Director of Purchasing Services

Dated Issued: 9/22/08  
**END OF ADDENDUM**

REQUEST FOR PROPOSAL

UCHC-9 Rev. 05/07  
Previous Rev. 01/07

STATE OF CONNECTICUT  
UNIVERSITY OF CONNECTICUT HEALTH CENTER  
PURCHASING DEPARTMENT  
263 Farmington Avenue, MC4036

Farmington, CT 06032

<b>RFP Number:</b>
5-2162
<b>RFP Due Date:</b>
September 29, 2008 at 3:30PM

Matthew A. Larson  
Director of Purchasing

860-679-2408  
Telephone Number

Addendum No.: 2  
Bid No.: 5-2062  
Title: SBE/MBE Copier Hardware and Services Provider

Please incorporate and note the Attached/Following into your proposal documents.

- Clarification of contract start dates and transition:** The current fleet services contract expires 2/28/09. This new contract has an effective date of 3/1/09. It is the expectation that proposals will prove a transition plan detailing a change-out of the existing fleet with the new units in support of the contract. This plan should detail an appropriate timeline for the swap-out (Ex. If it is estimated to take 30 days, vendor should provide appropriate start date).
- Clarification on Buy-out clauses:** The term of this contract coincides with the black and white fleet copiers. There exist color copiers, with which the contracted lease term extends beyond the start of this rfp contract (3/1/09). The estimated buyout will be \$73,079.00, as of March 1, 2009 assumption. The selected vendor and UCHC will negotiate whether or not the assumption is practical from operational and feasibility perspectives.
- Notification:** In accordance with UCHC Policy No. 2001-3 and applicable federal and state laws, the University of Connecticut Health Center Public Safety Department shall conduct security background investigations and federal sanctions checks on all contractor and vendor employees prior to commencing work on UCHC premises. Effective July 1, 2008, the UCHC Public Safety Department shall institute a fee of \$75.00 for each background check completed. The fee is payable in advance and shall accompany the submission of the Background Information Sheet.
- Answer to questions. See attached.
- Please note: The due date has been extended to Monday, September 29, 2008 at 3:30PM.

FOR:  
The University of Connecticut Health Center  
**Bidders Note:**

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

\_\_\_\_\_  
Authorized Signature of Bidder

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

Approved \_\_\_\_\_  
Matthew A Larson  
Director of Purchasing Services

Dated Issued: 9/11/08  
**END OF ADDENDUM**



# University of Connecticut Health Center

General Questions w/ Answers

RFP: 5-2162 SBE/MBE Copier Hardware and Services Provider

**Question 1:** Under Background on Page 1 of the 2nd section it states " All copiers should be like for like or enhanced, including network upgrade, color, speed enhancements, ect. Is UCHC going to provide a list of the current equipment with accessories?

**UCHC Answer:** The list has been provided within the RFP document located within Appendix 1.

**Question 2:** The Term of contract is 5 years with one 5 year option for renewal. Should we base the equipment pricing on a 60 month lease?

**UCHC Answer:** Yes. The term is five (5) years (hence a sixty (60) month lease). UCHC cannot suggest pricing schedules for competitive bids. Please provide a pricing schedule for the term requested.

**Question 3:** In the Competitiveness of Cost section should we provide the pricing for one unit in each band and UCHC will determine which unit is placed at each location or should we price it for the total number of units we feel is appropriate based on volume?

**UCHC Answer:** It should be priced for the total number of units you feel is appropriate based on the volume.

**Question 4:** Should the pricing for each volume band include the service based on the Average Mo. Vol. listed for each band

**UCHC Answer:** Yes.

**Question 5:** Page 1 – Requirements Section, Paragraph 4:  
What business processes/applications are enabled by the “desktop OCR software”? Is this a current or future need?

**UCHC Answer:** The UCHC community would like the ability to scan, OCR, and convert the scanned documents to Microsoft Word, Excel, RTF, etc. There is a current need for this.

**Question 6:** Page 2 – On-Site Tech Support, Last Bullet Item:  
Is there a certain skill set, level of experience and/or certification required to comply with this statement?

UCHC Answer: On-Site tech needs to be OEM certified for the Nuvera 120 Production Printer and the Nuvera 100cp. The tech also needs to be “workflow certified” to operate the Freeflow Makeready software.

**Question 7:** Page 2 **On-site Tech Support:** One of the responsibilities of the on-site personnel is to have the ability to operate UCHC reprographics equipment. This is out of the scope of the usual responsibilities on an On-site technician. Could you provide further details to this requirement and what your expectations will be?

UCHC Answer: The onsite tech needs to be trained to operate our Xerox Nuvera 120 and 100. The tech also needs to be trained to scan using our Xerox 665 scanner and Freeflow Makeready software. The tech needs to be able to operate finishing equipment, folder, bookletmaker, drill, and binding equipment to help with production as needed.

**Question 8:** Page 3 **Accounting System:** Is the vendor to provide a totally new card access accounting system with 44 card readers, 2 encoders, and 3 multi-vend units for the library machines?

Or does UCHC plan on retaining some components of the existing system? If not, would UCHC allow the vendor to choose the provider of this equipment if the equipment meets all requirements?

UCHC Answer: UCHC does not own the card reader components, the current vendor does, so we would hope that the vendor would be able to supply units that would utilize the same card system.

**Question 9:** Page1 **Questions 1-3 pertain to the RFP as a whole:**

- Would referrals from partners that represent us be accepted?
- Please provide the current contract vendor and the manufacturer:
- Is your RFP an attempt to better leverage costs?

UCHC Answer:

1. We request references from customers with a like scope, size, and solution, rather than references from partners.
2. Current vendor is Xerox and the manufacturer is Xerox.
3. The RFP was written to provide us with the solution we believe is essential to the business requirements at UCHC. As defined by the evaluation criteria, cost is one component for evaluation. UCHC seeks a total solution that best meets our business requirements.

**Question 10:** Dannyl Equipment - This company is out of business - Based on the rfp specifications, we would have to provide a completely new system to meet your needs. There are many questions that need to be answered below. Would it be possible to meet with the people responsible for current operation to better understand your needs and provide a value proposal based on accurate information?

UCHC Answer:

No. As a bidding practice, presentations may be scheduled with vendors of interest by UCHC at a later time. Alternative systems and solutions will be considered.

**Question 11:** How many card systems vs coin/bill/card systems are required?

UCHC Answer: We have 39 general use, walk up copiers that currently have card readers on them that are accessed by staff, students and the general public. We currently have no way to charge back the students and general public other than the cards.

There are 39 A-5000 card readers attached to copiers and one tower that will add value to cards and also accept cash to make copies. Two encoders to add value to the cards are required for Reprographics.

**Question 12:** Are you interested in 2 re-value stations only or dispenser/revalue stations?

UCHC Answer: 1 Revalue/cash station (see Answer 11)

**Question 13:** The card to be used: Are you using current card for copy only or copy/print only or is it also being used as a student card?

UCHC Answer: Copy/print only. ID cards are a separate card.

**Question 14:** Is the card system that is in use today, part of a one card system that is used for purchases about the university for food etc.? Again, if the answer is yes, what hardware and software are you using and what interfaces are being used? Who is the vendor that supports this?

UCHC Answer: No.

**Question 15:** Tracking - Do you want to track all usage for all copiers? It would be in your best interests to provide full tracking and user code or card access for all copiers. This will prevent wasted copies and prints and save needed medical dollars.

UCHC Answer: We currently track usage through meter readings.

**Question 16:** Are Trac 2 cards required 100%?

UCHC Answer: We require un-coded single-cards with hot stripe, 1/8" in track 2 position.

**Question 17:** Are you expecting the vendor to wire telecommunications for the Medical Center? - There is language in rfp:

"Selected vendor will be responsible for obtaining and installing units including electrical, phone or network connection"

Please explain our responsibility here.

UCHC Answer: All copiers currently have power run to them. All of our networked copiers have networked lines run to them. If you are proposing additional network, phone, or electrical lines to be added, the vendor is responsible for the all associated costs (parts, install and labor).

**Question 18:** Reading the rfp, it makes sense to us to propose a completely new system, that provides for full tracking and reporting of all activity by individual and departments. This would entail additional costs as the new vendor would have to provide a system that utilizes advanced technology not available in the proprietary Xerox system. Is this allowable?

UCHC Answer: Yes it is allowable. However, UCHC is requesting a proposal that addresses our current needs, which are specified in the RFP. As with any RFP, alternate solutions may be considered.

**End of document**

REQUEST FOR PROPOSAL

UHC-9 Rev. 05/07  
Previous Rev. 01/07

**STATE OF CONNECTICUT**  
**UNIVERSITY OF CONNECTICUT HEALTH CENTER**  
**PURCHASING DEPARTMENT**  
263 Farmington Avenue, MC4036

Farmington, CT 06032

<b>RFP Number:</b>  5-2162
<b>RFP Due Date:</b> September 22, 2008 at 3:30PM

**Matthew A. Larson**  
*Director of Purchasing*

**860-679-2408**  
*Telephone Number*

Addendum No.: 1  
Bid No.: 5-2162  
Title: SBE/MBE Copier Hardware and Services Provider

Please incorporate and note the Attached/Following into your proposal documents.

1. The due date has been extended to **September 22, 2008 at 3:30PM**. Addendum no.2 will be released shortly to provide clarifications and answer posted questions.

FOR:  
The University of Connecticut Health Center

**Bidders Note:**

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

\_\_\_\_\_  
Authorized Signature of Bidder

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

Approved \_\_\_\_\_  
Matthew A Larson  
Director of Purchasing Services

Dated Issued: 8/19/08  
**END OF ADDENDUM**



**REQUEST FOR PROPOSAL**

UHC-1 Rev. 5/07  
Previous Rev. 12/06

Matthew A Larson  
*Director of Purchasing*

*mlarson@uchc.edu*  
*Email address*

**STATE OF CONNECTICUT**  
**UNIVERSITY OF CONNECTICUT HEALTH CENTER**  
**PURCHASING DEPARTMENT**  
263 Farmington Avenue, MC4036  
Farmington, CT 06032  
860-679-2408



**Acknowledgment: Receipt of RFP Documents**  
**FAX to 860-679-2508**

<b>RFP Number</b>	<b>RFP Due Date</b>	<b>Due Date Time</b>
<b>5-2162</b>	<b>September 8, 2008</b>	<b>3:30 PM</b>
<b>RFP:</b>	<b>SBE/MBE Copier Hardware and Services Provider</b>	

**State of Connecticut Set-Aside Only Bid**

**Bidding is open to State of Connecticut Certified Small and Minority Owned Contractors/Businesses only, in accordance with CGS 4a-60g.**

**This acknowledgement is crucial in maintaining vendor records for proposal follow-up procedures (i.e. addendum, questions regarding proposal).**

Please check one of the following boxes:  submitting proposal       NOT submitting proposal

**Print or type the following information:**

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City or Town: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Received by: \_\_\_\_\_

email: \_\_\_\_\_

BIDDER'S CHECKLIST  
READ CAREFULLY

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

- 1. **Complete and return** "Acknowledgement: Receipt of RFP Documents" (Form UCHC-1)
- 2. The Proposal (UCHC-3, UCHC-5) must be signed by a duly authorized representative of the company. Unsigned Proposals will automatically be rejected.
- 3. The Proposal Schedule (UCHC-4) must be included with your Proposal and contain the following:
  - a. VENDORS NAME MUST BE IN THE UPPER RIGHT CORNER OF ALL PROPOSAL SCHEDULE PAGES.
  - b. The Proposal prices you have offered have been reviewed and verified.
  - c. The price extensions and totals have been checked. (In case of discrepancy between unit prices and total prices, the unit price will govern the Proposal evaluation).
  - d. Any errors, alterations, corrections or erasures to unit prices, total prices, etc. must be initialed by the person who signs the proposal or his designee. Such changes made and not initialed mean automatic rejection of proposal.
  - e. The payment terms are Net 30 Days (You may offer cash discounts for prompt payment). Cash Discounts for Net Terms less than 30 days may be considered when evaluating Proposal pricing. Exception: State of CT Small Business Set-Aside bids payment terms shall be in accordance with CGS 4a-60j.
  - f. The delivery information block has been completed. Be specific: In most cases, "as ordered" or "as required" is not complete information.
- 4. Any technical or descriptive literature, drawing or Proposal samples that are required have been included with the Proposal.
- 5. Applicable Vendor Affidavits (see accompanying table) must be signed, notarized (where applicable), and returned with Proposal. Failure to do so may result in Proposal rejection.
- 6. If required the amount of Proposal surety has been checked and the surety has been included.
- 7. Form UCHC-5 (CHRO Compliance) 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. Non-compliance may result in Proposal rejection.
- 8. Any addenda (UCHC-9, UCHC-10) to the RFP have been signed and included.
- 9. Vendor may be asked to submit a Statement of Qualifications (UCHC-8) should UCHC deem it necessary.
- 10. MAKE SURE TO INCLUDE THE ORIGINAL PROPOSAL SCHEDULE PAGES (UCHC-4) ALONG WITH REQUIRED NUMBER OF COPIES.
- 11. The RFP number on the pre-addressed mailing label or on your hand marked return envelope exactly matches the RFP number inside the envelope.
- 12. The pre-addressed mailing label has been used on your Proposal envelope or the Proposal envelope has been addressed as follows:

<b>SEALED RFP NO:</b>	<u>5-2162</u>
<b>NOT TO BE OPENED UNTIL:</b>	<u>September 8, 2008 3:30 PM</u>
<b>RETURN PROPOSAL TO:</b>	
University of Connecticut Health Center	
263 Farmington Avenue MC 4036	
Farmington, CT 06032-4036	

- 13. Hand delivered Proposals are to be presented at **University of Connecticut Health Center, Purchasing Department 2<sup>nd</sup> Floor, 16 Munson Road, Farmington, CT 06032.**
- 14. The Proposal is to be mailed or hand-delivered in-time to be received no later than the designated opening date and time. Late Proposals are not accepted under any circumstances. Please allow enough time if mailing in your Proposal.

THIS FORM IS NOT TO BE RETURNED WITH YOUR PROPOSAL

REQUEST FOR PROPOSAL  
 UCHC-3 Rev. 8/07  
 Previous Rev. 5/07

# STATE OF CONNECTICUT

<b>RFP Number:</b> 5-2162
------------------------------

**Matthew A Larson**  
*Director of Purchasing*

UNIVERSITY OF CONNECTICUT HEALTH CENTER  
**PURCHASING DEPARTMENT**  
 263 Farmington Avenue, MC 4036  
 Farmington, CT 06032

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

860-679-2217  
 Telephone Number

Page 1 of 5

RFP NO:	RFP DUE DATE:	RFP DUE TIME:	RFP SURETY:	DATE ISSUED:
5-2162	September 8, 2008	3:30 PM	NA	July 16, 2008

DESCRIPTION: **SBE/MBE Copier Hardware and Services Provider**

FOR: <b>UCHC</b>	TERM OF CONTRACT: <b>5 year term with one, 5 year option for renewal</b>
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**State of Connecticut Set-Aside Only Bid Bidding is open to State of Connecticut Certified Small and Minority Owned Contractors/Businesses only, in accordance with CGS 4a-60g.**

NOTE:

**Request for Proposal:** Pursuant to the provisions of Section 10a-151b of the General Statutes of Connecticut as amended, sealed proposals will be received by the Purchasing Department of the University of Connecticut Health Center, at the address above for furnishing the commodities and/or services.

<b>NOTE: Bidder means Individual/Sole Proprietor, Partnership or Corporation Name</b>
---

**IMPORTANT: ALL pages of this form, SECTIONS 1 THROUGH 2 must be completed, signed and returned by the bidder as part of the RFP package. Failure to submit all pages of this form may constitute grounds for rejection of your RFP.**

### SECTION 1 of 2: PROPOSER INFORMATION

COMPLETE BIDDER LEGAL BUSINESS NAME:	TAXPAYER ID # (TIN): <input type="checkbox"/> SSN <input type="checkbox"/> FEIN
WRITE/TYPE SSN/FEIN NUMBER ABOVE	

#### AFFIRMATION OF BIDDER

The above named bidder fully acknowledges and agrees with all the terms and conditions contained within the entire Request for Proposal (RFP) document. Including but not limited to: Form UCHC-3 (HIPAA), the accompanying RFP proposal schedule, specifications, requirements and/or scope, RFP Standard Terms and Conditions (Form UCHC-7) and RFP Special Terms and Conditions (Form UCHC-7a). Further, if the above named bidder is awarded a contract for the goods and/or services contained within this RFP, the bidder's signature on Form UCHC-3 shall bind the bidder to all of the terms and conditions including but not limited to the aforementioned documents, including the bidder's formal response, which in total become the contract.

That should any part of this proposal be accepted in writing by Director of Purchasing within ninety (90) calendar days from the date of RFP opening, unless an earlier date for acceptance is specified by bidder in proposal schedule, said bidder will furnish and deliver the commodities and/or services to the state agency or agencies named, for which this proposal is made, in the quantities and at the prices bid, and in compliance with the provisions set forth in the terms and conditions of Forms UCHC-7 and UCHC-7a, the proposal schedule and commodity specification Form UCHC-4. Should award of any part of this proposal be delayed beyond the period of ninety (90) days or an earlier date specified by bidder in proposal schedule, such award shall be conditioned upon bidder's acceptance.

Written signature of Person Authorized to sign on behalf of the above named Bidder: <b>SIGN HERE</b>	Date Executed
---	---------------

Type or Print Name of Authorized Person	Title of Authorized Person
---	----------------------------

IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE?	<input type="checkbox"/> YES (Attach a copy of Certificate) <input type="checkbox"/> NO
---	---

IF YOU ARE A STATE EMPLOYEE, INDICATE YOUR POSITION, AGENCY, AND AGENCY ADDRESS:
--

# STATE OF CONNECTICUT

UNIVERSITY OF CONNECTICUT HEALTH CENTER  
 PURCHASING DEPARTMENT

263 Farmington Avenue, MC 4036  
 Farmington, CT 06032

THIS FORM AND  
 REQUIRED PROPOSAL  
 SCHEDULE FORMS  
 MUST BE RETURNED

**Matthew A Larson**  
*Director of Purchasing*

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

**860-679-2408**  
 Telephone Number

RFP NO: 5-2162

SECTION 1 of 2 –PROPOSER INFORMATION (Continued)			
	Proposer's Address	Remittance Address ( <input type="checkbox"/> Same as Proposer Address)	
No. and Street			
City, State , Zip Code			
Contact Person		Web Address	
Telephone Number		Cell Number	
Fax Number			
<b>BUSINESS ENTITY:</b> <input type="checkbox"/> LLC <input type="checkbox"/> NON-PROFIT <input type="checkbox"/> PARTNERSHIP: <input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETORSHIP <input type="checkbox"/> COPORATION    TYPE OF CORPORATION:    STATE ORGANIZED IN:			
<b>NOTE:</b> IF INDIVIDUAL/SOLE PROPRIETOR, INDIVIDUAL'S NAME (AS OWNER) MUST APPEAR IN THE LEGAL BUSINESS NAME BLOCK ABOVE.			
<b>BUSINESS TYPE:</b> A. SALES 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 THE STATE? (ENTER LETTER FROM ABOVE)			
UNDER THIS TIN, WHAT OTHER TYPES OF BUSINESS MIGHT YOU PROVIDE THE STATE? (ENTER LETTER FROM ABOVE)			

<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
NAME:		
E-MAIL ADDRESS:		
TELEPHONE NUMBER:		
<b>FOR REQUEST FOR PROPOSAL (RFP) 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 if required**

# STATE OF CONNECTICUT

UNIVERSITY OF CONNECTICUT HEALTH CENTER  
PURCHASING DEPARTMENT

Matthew A Larson

Director of Purchasing

263 Farmington Avenue, MC 4036

Farmington, CT 06032

THIS FORM AND  
REQUIRED PROPOSAL  
SCHEDULE FORMS  
MUST BE RETURNED

**Read & Complete**

**Carefully**

860-679-2408

Telephone Number

Page 3 of 5

RFP NO: 5-2162

## SECTION 2 of 2: PROPOSER DEBARMENT AND/OR SUSPENSION

The above signed bidder further affirms and declares that neither the bidder and/or any company official nor any subcontractor to the bidder and/or any company official has received any notices of debarment and/or suspension from contracting with the State of Connecticut. Should Purchasing Department determine that bidder has not completed Section 2 - Bidder Debarment and/or Suspension included as part of this document, and then such determination may be just cause for disqualification from the evaluation of this RFP.

YES  NO

The above signed bidder further affirms and declares that neither the bidder and/or any company official nor any subcontractor to the bidder 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

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733).

#### Instructions for Certification

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. By submitting this form, the prospective lower tier participant is providing the certification set forth below in accordance with these instructions.
  - a. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
  - b. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  - c. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
  - d. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the University of Connecticut Health Center.
  - e. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
  - f. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
  - g. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 3.(a) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment

YES  NO

If the above signed bidder and/or any company official or any subcontractor to the bidder and/or any company official has received notices of debarment and/or suspension from contracting with the State of Connecticut, other states within the United States or Federal Government, said notices must be attached this document when submitted this proposal.

Number of notices attached:

Matthew A Larson  
Director of Purchasing

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

860-679-2408

Telephone Number

Page 4 of 5

RFP NO. 5-2162

UNIVERSITY OF CONNECTICUT HEALTH CENTER BUSINESS ASSOCIATE AGREEMENT

Health Insurance Portability and Accountability Act of 1996 ("HIPAA")

Contractors' Compliance Certification Regarding Confidentiality and Disclosure of Patient Healthcare Information

Contractor, its agents and employees (collectively, "Contractor") acknowledge that it may have access to confidential protected health information ("PHI"), including, but not limited to, patient identifying information. References to PHI include electronic protected health information ("ePHI"). Contractor agrees that it:

- (a) If the Contractor is a Business Associate under the requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Contractor must 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.
- (b) The Contractor is required to 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 law regarding confidentiality, which includes but is not limited to ("HIPAA"), more specifically with the Privacy and Security Rules at 45 C.F.R. Part 160 and Part 164, subparts A, C, and E; *and*
- (c) The State of Connecticut Department named on page 1 of this Contract (hereinafter "Department") is a "covered entity" as that term is defined in 45 C.F.R. § 160.103; *and*
- (d) The Contractor, on behalf of the Department, 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; *and*
- (e) The Contractor is a "business associate" of the Department, as that term is defined in 45 C.F.R. § 160.103; *and*
- (f) The Contractor and the Department agree to the following in order to secure compliance with the HIPAA, more specifically with the Privacy and Security Rules at 45 C.F.R. Part 160 and Part 164, subparts A, C, and E.
- (g) Definitions
  - (1) "Business Associate" shall mean the Contractor.
  - (2) "Covered Entity" shall mean the Department of the State of Connecticut named on page 1 of this Contract.
  - (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 Provisions stated herein, in their 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.
- (h) Obligations and Activities of Business Associates.
  - (1) Business Associate agrees not to use or disclose PHI other than as permitted or required by this Section of the Contract or as Required by Law.
  - (2) Business Associate agrees to use appropriate safeguards to prevent use or disclosure of PHI other than as provided for in this Section of the Contract.
  - (3) Business Associate agrees to use administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic protected health information that it creates, receives, maintains, or transmits on behalf of the Covered Entity.
  - (4) Business Associate agrees to 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 agrees to 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 agrees to 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, agrees 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 agrees to provide access, at the request of the Covered Entity, and in the time and manner agreed to by the parties, 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 agrees to 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 the parties.
  - (9) Business Associate agrees to 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 the parties or designated by the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the Privacy Rule.
  - (10) Business Associate agrees to 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 agrees to provide to Covered Entity, in a time and manner agreed to by the parties, information collected in accordance with paragraph I 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 agrees to comply with any state law that is more stringent than the Privacy Rule.
- (i) Permitted Uses and Disclosure by Business Associate.
  - (1) General Use and Disclosure Provisions 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 Provisions

# STATE OF CONNECTICUT

## UNIVERSITY OF CONNECTICUT HEALTH CENTER PURCHASING DEPARTMENT

263 Farmington Avenue, MC 4036  
Farmington, CT 06032

THIS FORM AND  
REQUIRED PROPOSAL  
SCHEDULE FORMS  
MUST BE RETURNED

Matthew A Larson  
Director of Purchasing

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

860-679-2408

Telephone Number

Page 5 of 5

RFP NO. 5-2162

### UNIVERSITY OF CONNECTICUT HEALTH CENTER BUSINESS ASSOCIATE AGREEMENT

#### Health Insurance Portability and Accountability Act of 1996 ("HIPAA")

##### Contractors' Compliance Certification Regarding Confidentiality and Disclosure of Patient Healthcare Information

- (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 to Covered Entity as permitted by 45 C.F.R. § 164.504(e)(2)(i)(B).
- (j) 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.
- (k) Permissible Requests by Covered Entity. 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.
- (l) Term and Termination.
- (1) Term. The Term of this Section of the Contract shall be effective as of the date the Contract is effective and shall terminate 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) Termination for Cause Upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall either:
    - (A) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Contract if Business Associate does not cure the breach or end the violation within the time specified by the Covered Entity; or
    - (B) Immediately terminate the Contract if Business Associate has breached a material term of this Section of the Contract and cure is not possible; or
    - (C) If neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary
  - (3) Effect of Termination
    - (A) Except as provided in (1)(2) above, upon termination of this Contract, for any reason, 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 of 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.
- (m) Miscellaneous Provisions.
- (1) Regulatory References. 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) Amendment. The Parties agree to 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 the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191.
  - (3) Survival. The respective rights and obligations of Business Associate shall survive the termination of this Contract.
  - (4) Effect on Contract. Except as specifically required to implement the purposes of this Section of the Contract, all other terms of the Contract shall remain in force and effect.
  - (5) Construction. 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.
  - (6) Disclaimer. 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, loss or damage related to or arising from the unauthorized use or disclosure of PHI by Business Associate or any of its officers, directors, employees, Contractors or agents, or any third party to whom Business Associate has disclosed PHI pursuant to this 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.
  - (7) Indemnification. The Business Associate shall indemnify and hold the Covered Entity harmless from and against all claims, liabilities, judgments, fines, assessments, penalties, awards, or other expenses, of any kind or nature whatsoever, including, without limitation, attorney's fees, expert witness fees, and costs of investigation, litigation or dispute resolution, relating to or arising out of any violation by the Business Associate and its agents, including subcontractors, of any obligation of Business Associate and its agents, including subcontractors, under this Section of the Contract.

Contractor recognizes that PHI shall be and remain the property of UCHC and agrees that it acquires no title or rights to PHI, including any de-identified information, as a result of this Agreement. Contractor further recognizes and agrees that any breach of confidentiality or misuse of information found in and/or obtained from records may result in the termination of this Agreement and/or legal action, including reporting to the Secretary of Health and Human Services.

YES (Applicable)  NO (Non-Applicable)

**REQUEST FOR PROPOSAL**  
**UCHC-4 Rev. 5/07**  
 Previous Rev. 12/04

Matthew A Larson  
*Director of Purchasing*

**860-679-2408**  
*Telephone Number*

**STATE OF CONNECTICUT**  
**UNIVERSITY OF CONNECTICUT HEALTH CENTER**  
**PURCHASING DEPARTMENT**  
 263 Farmington Avenue, MC 4036  
 Farmington, CT 06032

**RFP Number:**  
 5-2162

**Delivery:**

**Terms:** Cash Discount:  
 % #  
 Days

**Bidder Name:**

**SSN or FEIN #:**

**Proposal Schedule**

**Payment terms are net 30 days after receipt of invoice.**  
**Any deviation may result in proposal rejection.**

**Bid prices shall include all transportation charges FOB**  
**University of Connecticut Health Center.**

Item no.	Description of commodity and/or services	Qty.	Unit	Unit Price	Total Price
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1	<p><b>SBE/MBE Copier Hardware and Services Provider</b></p> <p>The University of Connecticut Health Center (UCHC) seeks a certified SBE/MBE copier and hardware services provider to support our unique and diverse business requirements. The Reprographics Department is responsible for the total copier population at the Health Center and is looking to replace the existing fleet as designated by UCHC.</p> <p>Please refer to the attached specification document for your proposal response titled, "SBE/MBE Copier Hardware and Services Provider," dated July 16, 2008.</p> <p align="center"><b>State of Connecticut Set-Aside Only Bid</b>  <b>Bidding is open to State of Connecticut Certified Small and Minority Owned Contractors/Businesses only,</b>  <b>in accordance with CGS 4a-60g.</b></p> <p><u>INSTRUCTIONS</u></p>				
	<p><b>Contact Information</b></p> <p>Please use the following name and address for all correspondence with the University of Connecticut Health Center concerning this RFP. Bidders who solicit information about this RFP either directly or indirectly from other sources will be disqualified.</p> <p>All correspondence must be directed to:        Matthew A Larson, Asst Director        UConn Heath Center Purchasing        263 Farmington Ave.        Farmington, CT 06034-4036        Email: <a href="mailto:mlarson@uchc.edu">mlarson@uchc.edu</a></p>				
2	<p><b>Complete Response</b></p> <p>Bidder must respond to each requirement of the Request for Proposal by noting acceptance or taking exception with complete explanation, directly beneath each item as outlined in the RFP document. An official authorized to bind the bidder to its offer must sign the Bidder Information documents included with this RFP.</p>				



3 Submission of Proposals  
Proposals are due **Monday, September 8, 2008 at 3:30 PM.**  
Bids must be sealed and not delivered in open packages or binders. UCHC will not accept any faxed or emailed proposals.

Send Proposals to:

UConn Health Center  
Purchasing Department MC 4036  
16 Munson Road 2<sup>nd</sup> Floor  
Farmington, CT 06032  
Attention: RFP 5-2162

4 Questions  
Submit questions in writing by email only. No telephone questions will be accepted or considered. Suppliers should refer to the specific RFP paragraph number and page and should quote the passage being questioned. UCHC will respond to questions promptly and will send answers to all suppliers as a group. UCHC will delete supplier names from the text of questions and answers being sent.

**Deadline for submitting questions is 2:00 PM on Friday, August 8, 2008. Questions received after that time will not be considered.**

Submit questions to: Matt Larson  
Email: [mlarson@uchc.edu](mailto:mlarson@uchc.edu)

5 Number of Proposals  
Vendor must submit one (1) original and five (5) copies of proposal, plus one copy of the RFP package on CD.

6 Proposal Preparation  
Proposals should be prepared simply and economically without emphasis on the presentation of the proposal. Expensive bindings, color photographs, and excessive promotional materials, such as videos, are neither desired nor needed. Suppliers may submit brochures if requested, but should not include materials not requested. UCHC prefers to receive proposals in appropriately sized three-ring binders with index tabs to separate sections.

7 Offer Expiration Date  
Proposals in response to this RFP shall be valid for 180 days from the proposal due date. UCHC reserves the right to ask for an extension of time if needed.

8 Requests for additional information  
UCHC reserves the right to ask for further information from the bidder either in writing or verbally at any point during the selection process. Only information provided in writing will be relied upon and expected to be part of any subsequently awarded agreement.

9 Affidavits

As required by State Law, please complete (as required) the following Forms in the Affidavit Requirements for State Contracts section:

1. **Form 5: Consulting Agreement Affidavits**
2. **Form 6: Affirmation of Receipt of State Ethics Laws Summary (for contracts \$500K or more)**

3. **SEEC Form: Form 11 (disclosed for informational purposes)**
4. **AG Form 1: Non-discrimination Certification**

10 UCHC Standard Contract

Enclosed with the RFP is a copy of the University of Connecticut Standard Contract. The standard contract terms and conditions shall govern the relationship and contractual obligations by UCHC and the selected vendor. Scopes of services, Service Maintenance and License agreements may be incorporated as appendices. Upon notification of selection as the “vendor of interest” by UCHC and the selection committee, negotiations will commence. Should the selected “vendor of interest” not successfully negotiate or accept the required State of Connecticut terms and conditions after reasonable efforts, UCHC reserves the right to terminate the negotiations and enter negotiations with alternate vendors.

11 A copy of the BID in MS Word format for convenience of preparing response may be obtained by emailing **Matt Larson;** [mlarson@uchc.edu](mailto:mlarson@uchc.edu)

**University of Connecticut Health Center**  
**SBE/MBE Copier Hardware and Services Provider**  
7/16/08

**Background:**

The University of Connecticut Health Center (UCHC) seeks a certified SBE/MBE copier and hardware services provider to support our unique and diverse business requirements. The Reprographics Department is responsible for the total copier population at the Health Center and is looking to replace the existing fleet as designated by UCHC. The number of copiers at this location is currently 177. All copiers should be replaced like for like or enhanced, including networking upgrades, color, speed enhancements, etc. All equipment must be new and be the latest technology.

**Requirements:**

Vendor must be certified with the Department of Administrative Services (DAS) Supplier Diversity Program as a Small or Minority Business Enterprise at contract signing and throughout the term of the contract.

The vendor is required to deliver and setup all equipment at the UCHC locations. Pricing must include full training to our customers, based on the machine's configuration. Training must be delivered within one week of the equipment installation.

Pricing must include the number of copies specified in each band and include all supplies with the exception of paper. Supplies need to be stored on campus.

Additional paper capacity configurations and desktop OCR software should also be priced. Vendors may add additional equipment options by listing the option and showing the monthly price to add that option.

The vendor shall provide reports on an as-needed basis, but at least monthly, covering average monthly usage, number of calls placed, response time, total down time per machine, average downtime per model, average Health Center uptime, national average uptime, and the reason the call was placed. The vendor shall also supply reports on calls resolved by the on-site versus the next level of tech support. (Please provide samples of these reports.) At these monthly meetings we will review reporting results, services performance against objectives, outstanding issues, and other agreed upon agenda items. We will also review opportunities for improvement .

Vendor will be required to replace, at the Health Center's discretion, a poorly functioning machine with a like for like machine at no cost to the Health Center.

When replacing or setting up networked machines, an analyst will be supplied by the vendor to interface with the Health Center's IT department to place the machines on the network.

Should a vendor announce a new product as a replacement for an awarded product on the contract during the contract term, the vendor will be allowed to substitute the new product for an awarded product as long as:

1. All features/functions are equivalent or better
2. The price is the same or lower

Reprographics is the sole client of the vendor. We must be considered as the end user. No financial communications will take place between the vendor and the location sites of the equipment.

There shall be one combined invoice each month. Any overages will be averaged over the 12 month period and reconciled annually.

Managed services should be included within equipment pricing and not a separate line item.

All invoices must be submitted to:  
Reprographics  
University of Connecticut Health Center  
263 Farmington Avenue  
Farmington, CT 06030-3010

## **Evaluation Criteria:**

Vendors will be awarded points in each of the following areas. We reserve the right after reviewing initial responses to selectively limit the number of vendors with which we will conduct in-house evaluation tests and oral presentations.

1. Overall acceptability of solution -30%
2. State of technology - 25%
3. Services, account support (plan & coverage) and training –15%
4. Competitiveness of proposed cost - 20%
5. In-house equipment evaluation program - 10%

## **Services, Account Support, and Training:**

### **On-Site Tech Support:**

UCHC requires at least one designated onsite tech to service the fleet of copiers. The tech will be onsite from 8:00am – 4:30pm, Monday through Friday. There needs to be backup available in case of absence. The backup techs need to be familiar with the location of the fleet machines and the requirements listed below. Call back times need to be within 60 minutes and tech support within 2 hours on our main campus buildings. Our West Hartford, East Hartford, Simsbury, and Hartford locations require immediate, but no later than four business hours from the service call. We require a 95% response time for service calls placed. We will require a main help desk number to be available for customers to place service calls and to order supplies. All calls will be logged and reports will be made available as needed. The onsite technician will:

- Understand common machine fault codes and correct them.
- Diagnose and correct common image quality problems.
- Replace major components in the print engine, fusing subsystem, and paper handling areas of the machines.
- Develop and implement a preventive maintenance schedule for identified high-use equipment.
- Maintain an appropriate on-site inventory of parts and supplies.
- When required, they will serve as an interface to off-site technicians or remote diagnostics.
- When required they will perform color balancing and color printer calibration.
- Maintain customer contracted uptime (95% three month rolling average uptime).
- Be responsible for delivering supplies to the machines, taking meter readings, and performing preventive maintenance. Responsibilities also include setting up, maintaining, and collecting monthly reads for 177 Auditron account numbers in various locations.
- The vendor will supply a list of meter read information in electronic format that will interface with our billing program and download to our internal FRS system.
- The on site associate will be required to have the skills to operate the UCHC owned equipment in Reprographics with no loss in production schedules as needed by the Reprographics Dept.

### **Help Desk Support**

Service calls need to be called into a toll-free number open and available 24 hours per day 7 days a week. The help desk will serve as the main point of contact to receive, document, process and track customer's requests for service, supplies, and questions related to the vendor's equipment. The help desk dispatches service calls to the on-site technician as the initial point for problem resolution. Information on the fleet of equipment is captured by the help desk and recorded into an asset database. This data is used by the technicians when processing service requests, to locate and identify relevant assets and to disposition and fulfill help desk service requests. The vendor will provide asset inventory, or facilitate the collection of asset inventory data such as asset serial number, asset

location, contact phone number, address and special instructions. The help desk will record the end users call and information pertaining to the request. Some customer issues may be resolved directly over the phone. The help desk Associate will try and resolve the request directly if possible, if not, the request will be dispatched to the on-site tech. The help desk receives, logs and processes requests to relocate vendor equipment covered in this agreement and updates the asset database.

### **Additional Services:**

The awarded vendor will provide additional services such as consulting, training, and other miscellaneous managed services as required by UCHC. Please define services and include fees.

### **Accounting System:**

UCHC currently uses a Danyl card access accounting system. Vendors must be approved by the third party multi-access system accounting company to provide training and service to the end user. It is mandatory that the winning vendor have a proven track record of support for this system. Upon contract signing, the selected vendor will be responsible for:

- Obtaining, and installing these units, including electrical, phone, and or network requirements as well as servicing and maintaining these units.
- Supplying Danyl "All Card" A/5000 card access terminals to replace those on copiers requiring the copy management. Currently there are 39 machines with card readers. A list of copiers is in appendix A.
- 5 spare Danyl units must be in stock to replace units that have been sent out for repair.
- All interface cords and electrical cords must be provided.
- The card reader must have the capability to read a standard ABA, track 2 encoded card.
- The vendor shall provide 2 Danyl 5000 encoders to add value to user cards in the Reprographics Department.
- Library requires a Multi-access vending solution which accepts coin, bills, encoded debit cards, and has the ability to add funds to an encoded debit card. Bill acceptance kit should accept \$1, \$5, \$10, \$20 bills. Upgrades to the coin and bill acceptance kits should be done at no charge if bills and coins are changed.
- A set of management cards must be provided to program the readers.
- Numerical site code needs to be 8812.
- Card system used must have debit and credit card usage. (Debit cards are encoded with a monetary value which decreases as copies are made.
- There must be a plan in place to remove a poorly performing unit at no additional cost to the Health Center, at the Health Center's discretion.

### **Reprographics Copier Billing Software:**

The selected vendor will be responsible for making changes and modifications to our current copier billing software written by Xerox in 2004 or provide us with comparable software that meets our business requirements at no additional cost. The vendor must have the ability to collect and separate out billing for B&W copies, B&W printing, color printing, and color copies. Our current software only handles B&W copies and prints, going forward the software needs to be modified so one machine can have more than one billing account attached to it. Software should have the ability to have a percentage of the total impressions of a machine charged to several accounts.

## Color Copier Billing Software:

The selected vendor will be responsible for making changes and modifications to our current color copier billing software written by Xerox in 2004, or provide us with comparable software that meets our business requirements at no additional cost. The vendor must supply software so we can track when the job came in, the due date of the job, and when it actually was completed. The software must have the ability to summarize, monthly, in a report format:

- The number of jobs that went out early
- How many went out on time
- How many were out late.
- Search according to job number
- Search by specific department
- Search by FRS coding
- View information entered into "Special Instructions" when viewing jobs run by "Dep't with Detail".

The ability to link this same information to each individual machine is necessary, as is the ability to use this software tool to estimate work.

Detailed Account:

- This project will be created using Access XP.
- It is proposed to be held in a shared folder on the customer's network where both the Reprographics and the Graphics department can have access to it.
- Customer will be responsible for populating tables. The vendor will import any available data at time of development, as long as the provided information is in an electronic format that does not need modifications.
- All tables will be accessible so the stored data can be updated, changed and managed by end user.
- We will be supplied with a beta version of the tool and provide feedback to the vendor to aid in the development of the finished product. A final version of this application will be provided that will accommodate any feedback provided by us during this beta or revision period. We will sign off upon receipt of final version of application.

### **Tables to be created:**

1)**Main table** This table will track data regarding main job information including:

Date submitted

Date due

Terms (ex: "Due immediately")

Dept

Employee or Client Name

Extension

Billing Address

Ledger #

Account #

Sub Code #

Job Number

Inside or Outside work indicator

Cost of job

Amt Paid

Job Status ("In-progress" or "completed")

Accounting report printed (Yes/No field, will show if this invoice has already been sent to Accounting or not)

2)**Job Details table** This table will contain specific information related to each of the line items of task work that is actually done. Information to be included is as follows:

Task specifications

Task Code #

Number of units

Cost of unit

Total line item cost

3)**Employee /Client table** Information in this table includes: Employees' names, phone, location and FRS account numbers

4)**Task table** Information in this table includes: Task descriptions, their associated task code number and the associated unit cost.

**Data Entry:**

-There will be two data entry screens available. One for the Graphics department and one for the Reprographics department.

-Both screens will feed data to the Main table.

-Both screens will mimic their department's Service Request form to make data entry to system easier.

**Reports:**

1) **Invoice report** This "Job Ticket" report will be available showing all info that appears on the hand written "Service request" job ticket that is filled out by the customer. See example attachment.

2)**Client Detail Report** will show all invoices and balances for a specific Employee or Client for a certain time period determined by user. See example attachment.

3)**Accounting report** This ad-hoc report will be exported by the database tool in a Comma Separated Value (CSV) format. The report will show charges to be transferred from one FRS number to another for certain time period determined by user. It will be in format acceptable to the Uconn Accounting department. See example attachment.

**Implementation Plan and References:**

- A detailed implementation plan must be included.
- All equipment must be in place by February 1, 2009
- Please identify 3 references of like scope, size, and solution to this procurement including contact information.

**State of Technology:**

**Technical Information by Band:**

The following is designed to assess compliance with a set of technical specifications by band and all equipment in the RFP. All vendors may not meet all requirements. A point system will be used to compare the level of compliance by vendor. Vendors who misrepresent the technical capabilities of their products may be disqualified from a potential award.

**Band 1**

Features	Comply Y/N	Comments/Exceptions
<b>Base Copier</b>		
Laser engine speed of 20 PPM or greater for letter size paper		
30 Sheet simplex or duplex document handler		
Paper size to legal		
Duplex output		
Reduction/Enlargement 25–400%		
Desired paper capacity of 650 sheets		
Desired paper sources 2 including bypass tray		
Energy Star compliance		
Transparencies, labels and recycled paper can be fed through paper trays other than bypass		
#10 envelopes can be fed through bypass tray		
Lighten/Darken capability		
Step by step jam clearing instructions		
At least 3 reduction/enlargement presets		
Auto, text, and photo exposure modes		
<b>Fax requirements</b>		
33.6 modem		
Able to fax 2-sided documents		
Fax mailboxes with private security codes		
<b>Print Requirements</b>		



Multiple individuals can print to the device via print server device		
Graphical print drivers for windows NT, 2000, XP and OSX		
Desktop OCR software for 25 users		
600 dpi print resolution		
Supports pcl and postscript		
<b>Scan Requirements</b>		
Scan to Network capability		
Scan to email capability		
<b>Device Management</b>		
Remote configuration, set-up and management via web browser.		
Email alerts sent to designated mail addresses based on error codes		
Queue management on the panel – ability to view all jobs active and completed on the machine		

1. For this band, how many copy jobs can the user scan ahead and store in memory?
2. For this band can the user interrupt a copy job or print job to produce a rush copy job?
3. For this band will the system continue to function if one of the 4 capabilities is inoperable (i.e., if the document handler is inoperative, will the machine still be able to print or if the fax is inoperable, will the machine still be able to copy and print?
4. For this band, if a user requests a resource that is missing, i.e. empty staple cartridge or wrong paper programmed, will other jobs continue processing and printing in the machine?

**Band 2**

Features	Comply Y/N	Comments/Exceptions
<b>Base Copier</b>		
Laser engine speed of 30 PPM or greater for letter size paper		
50 Sheet simplex or duplex document handler		
Paper size to ledger		
Duplex output		
Reduction/Enlargement 25–400%		
Desired paper capacity of 1050 sheets		
Desired paper sources 3 including bypass tray		
Energy Star compliance		
Transparencies, labels and recycled paper can be fed through paper trays other than bypass		
#10 envelopes can be fed through bypass tray		
Lighten/Darken capability		
Step by step jam clearing instructions		
At least 3 reduction/enlargement presets		
Auto, text, and photo exposure modes		
Copy features should include book copy, booklet mode, covers, erase, margin shift and job build		
<b>Fax requirements</b>		
33.6 modem		
Able to fax 2-sided documents		
Fax mailboxes with private security codes		
<b>Print Requirements</b>		
Multiple individuals can print to the device via print server device		
Graphical print drivers for windows NT, 2000, XP and OSX		
Desktop OCR software for 25 users (optional)		
600 dpi print resolution		
Supports pcl and postscript		
Secure print capability		
<b>Scan Requirements</b>		

Scan to Network capability		
Scan to email capability		
<b>Device Management</b>		
Remote configuration, set-up and management via web browser.		
Email alerts sent to designated mail addresses based on error codes		
Queue management on the panel – ability to view all jobs active and completed on the machine		

1. For this band, how many copy jobs can the user scan ahead and store in memory?
2. For this band can the user interrupt a copy job or print job to produce a rush copy job?
3. For this band will the system continue to function if one of the 4 capabilities is inoperable (i.e., if the document handler is inoperative, will the machine still be able to print or if the fax is inoperable, will the machine still be able to copy and print?
4. For this band, if a user requests a resource that is missing, i.e. empty staple cartridge or wrong paper programmed, will other jobs continue processing and printing in the machine?

**Band 3**

Features	Comply Y/N	Comments/Exceptions
<b>Base Copier</b>		
Laser engine speed of 35 PPM or greater for letter size paper		
75 Sheet simplex or duplex document handler		
Paper size to ledger		
Duplex output		
Reduction/Enlargement 25–400%		
Desired paper capacity of 1200 sheets		
Desired paper sources 3 including bypass tray		
Energy Star compliance		
Transparencies, labels and recycled paper can be fed through paper trays other than bypass		
#10 envelopes can be fed through bypass tray		
Lighten/Darken capability		
Step by step jam clearing instructions		
At least 3 reduction/enlargement presets		
Auto, text, and photo exposure modes		
Copy features should include book copy, booklet mode, covers, erase, margin shift and job build		
<b>Fax requirements</b>		
33.6 modem		
Able to fax 2-sided documents		
Fax mailboxes with private security codes		
<b>Print Requirements</b>		
Multiple individuals can print to the device via print server device		
Graphical print drivers for windows NT, 2000, XP and OSX		
Desktop OCR software for 25 users (optional)		
600 dpi print resolution		
Supports pcl and postscript		
Secure print capability		
<b>Scan Requirements</b>		

Scan to Network capability		
Scan to email capability		
<b>Device Management</b>		
Remote configuration, set-up and management via web browser.		
Email alerts sent to designated mail addresses based on error codes		
Queue management on the panel – ability to view all jobs active and completed on the machine		

1. For this band, how many copy jobs can the user scan ahead and store in memory?
2. For this band can the user interrupt a copy job or print job to produce a rush copy job?
3. For this band will the system continue to function if one of the 4 capabilities is inoperable (i.e., if the document handler is inoperative, will the machine still be able to print or if the fax is inoperable, will the machine still be able to copy and print?
4. For this band, if a user requests a resource that is missing, i.e. empty staple cartridge or wrong paper programmed, will other jobs continue processing and printing in the machine?

**Band 4**

Features	Comply Y/N	Comments/Exceptions
<b>Base Copier</b>		
Laser engine speed of 45 PPM or greater for letter size paper		
75 Sheet simplex or duplex document handler		
Paper size to ledger		
Duplex output		
Reduction/Enlargement 25–400%		
Desired paper capacity of 1200 sheets		
Desired paper sources 3 including bypass tray		
Energy Star compliance		
Transparencies, labels and recycled paper can be fed through paper trays other than bypass		
#10 envelopes can be fed through bypass tray		
Lighten/Darken capability		
Step by step jam clearing instructions		
At least 3 reduction/enlargement presets		
Auto, text, and photo exposure modes		
Copy features should include book copy, booklet mode, covers, erase, margin shift and job build		
<b>Fax requirements</b>		
33.6 modem		
Able to fax 2-sided documents		
Fax mailboxes with private security codes		
<b>Print Requirements</b>		
Multiple individuals can print to the device via print server device		
Graphical print drivers for windows NT, 2000, XP and OSX		
Desktop OCR software for 25 users (optional)		
600 dpi print resolution		
Supports pcl and postscript		
Secure print capability		
<b>Scan Requirements</b>		

Scan to Network capability		
Scan to email capability		
<b>Device Management</b>		
Remote configuration, set-up and management via web browser.		
Email alerts sent to designated mail addresses based on error codes		
Queue management on the panel – ability to view all jobs active and completed on the machine		

1. For this band, how many copy jobs can the user scan ahead and store in memory?
2. For this band can the user interrupt a copy job or print job to produce a rush copy job?
3. For this band will the system continue to function if one of the 4 capabilities is inoperable (i.e., if the document handler is inoperative, will the machine still be able to print or if the fax is inoperable, will the machine still be able to copy and print?
4. For this band, if a user requests a resource that is missing, i.e. empty staple cartridge or wrong paper programmed, will other jobs continue processing and printing in the machine?

**Band 5**

Features	Comply Y/N	Comments/Exceptions
<b>Base Copier</b>		
Laser engine speed of 55 PPM or greater for letter size paper		
75 Sheet simplex or duplex document handler		
Paper size to ledger		
Duplex output		
Reduction/Enlargement 25–400%		
Desired paper capacity of 1200 sheets		
Desired paper sources 3 including bypass tray		
Energy Star compliance		
Transparencies, labels and recycled paper can be fed through paper trays other than bypass		
#10 envelopes can be fed through bypass tray		
Lighten/Darken capability		
Step by step jam clearing instructions		
At least 3 reduction/enlargement presets		
Auto, text, and photo exposure modes		
Copy features should include book copy, booklet mode, covers, erase, margin shift and job build		
<b>Fax requirements</b>		
33.6 modem		
Able to fax 2-sided documents		
Fax mailboxes with private security codes		
<b>Print Requirements</b>		
Multiple individuals can print to the device via print server device		
Graphical print drivers for windows NT, 2000, XP and OSX		
Desktop OCR software for 25 users (optional)		
600 dpi print resolution		
Supports pcl and postscript		
Secure print capability		
<b>Scan Requirements</b>		
Scan to Network capability		



Scan to email capability		
<b>Device management</b>		
Remote configuration, set-up and management via web browser.		
Email alerts sent to designated mail addresses based on error codes		
Queue management on the panel – ability to view all jobs active and completed on the machine		

1. For this band, how many copy jobs can the user scan ahead and store in memory?
2. For this band can the user interrupt a copy job or print job to produce a rush copy job?
3. For this band will the system continue to function if one of the 4 capabilities is inoperable (i.e., if the document handler is inoperative, will the machine still be able to print or if the fax is inoperable, will the machine still be able to copy and print?
4. For this band, if a user requests a resource that is missing, i.e. empty staple cartridge or wrong paper programmed, will other jobs continue processing and printing in the machine?

**Band 6**

Features	Comply Y/N	Comments/Exceptions
<b>Base Copier</b>		
Laser engine speed of 65 PPM or greater for letter size paper		
75 Sheet simplex or duplex document handler		
Paper size to ledger		
Duplex output		
Reduction/Enlargement 25–400%		
Desired paper capacity of 1050 sheets		
Desired paper sources 3 including bypass tray		
Energy Star compliance		
Transparencies, labels and recycled paper can be fed through paper trays other than bypass		
#10 envelopes can be fed through bypass tray		
Lighten/Darken capability		
Step by step jam clearing instructions		
At least 3 reduction/enlargement presets		
Auto, text, and photo exposure modes		
Copy features should include book copy, booklet mode, covers, erase, margin shift and job build		
<b>Fax requirements</b>		
33.6 modem		
Able to fax 2-sided documents		
Fax mailboxes with private security codes		
<b>Print Requirements</b>		
Multiple individuals can print to the device via print server device		
Graphical print drivers for windows NT, 2000, XP and OSX		
Desktop OCR software for 25 users (optional)		
600 dpi print resolution		
Supports pcl and postscript		
Secure print capability		
<b>Scan Requirements</b>		

Scan to Network capability		
Scan to email capability		
<b>Device Management</b>		
Remote configuration, set-up and management via web browser.		
Email alerts sent to designated mail addresses based on error codes		
Queue management on the panel – ability to view all jobs active and completed on the machine		

1. For this band, how many copy jobs can the user scan ahead and store in memory?
2. For this band can the user interrupt a copy job or print job to produce a rush copy job?
3. For this band will the system continue to function if one of the 4 capabilities is inoperable (i.e., if the document handler is inoperative, will the machine still be able to print or if the fax is inoperable, will the machine still be able to copy and print?
4. For this band, if a user requests a resource that is missing, i.e. empty staple cartridge or wrong paper programmed, will other jobs continue processing and printing in the machine?

## Color Multifunctional Devices

### Band 1

Features	Comply Y/N	Comments/Exceptions
<b>Base Copier</b>		
Laser engine speed of 25 PPM b&w or greater for letter size paper		
Laser engine speed of 25 PPM color or greater for letter size		
75 Sheet simplex or duplex document handler		
Paper size to ledger		
Duplex output		
Reduction/Enlargement 25–400%		
Desired paper capacity of 1000 sheets		
Desired paper sources <sup>2</sup> including bypass tray		
Energy Star compliance		
Transparencies, labels and recycled paper can be fed through paper trays other than bypass		
#10 envelopes can be fed through bypass tray		
Lighten/Darken capability		
Step by step jam clearing instructions		
At least 3 reduction/enlargement presets		
Auto, text, and photo exposure modes		
Copy features should include book copy, booklet mode, covers, erase, margin shift and job build		
<b>Fax requirements</b>		
33.6 modem		
Able to fax 2-sided documents		
Fax mailboxes with private security codes		
<b>Print Requirements</b>		
Multiple individuals can print to the device via print server device		
Graphical print drivers for windows NT, 2000, XP and OSX		
Desktop OCR software for 25 users (optional)		

600 dpi print resolution		
Supports pcl and postscript		
Secure print capability		
<b>Scan Requirements</b>		
Scan to Network capability		
Scan to email capability		
<b>Device Management</b>		
Remote configuration, set-up and management via web browser.		
Email alerts sent to designated mail addresses based on error codes		
Queue management on the panel – ability to view all jobs active and completed on the machine		

1. For this band, how many copy jobs can the user scan ahead and store in memory?
2. For this band can the user interrupt a copy job or print job to produce a rush copy job?
3. For this band will the system continue to function if one of the 4 capabilities is inoperable (i.e., if the document handler is inoperative, will the machine still be able to print or if the fax is inoperable, will the machine still be able to copy and print?)
4. For this band, if a user requests a resource that is missing, i.e. empty staple cartridge or wrong paper programmed, will other jobs continue processing and printing in the machine?

**Miscellaneous Copier Requirements:**

We also require 3 library book copiers which have a beveled edge platen to protect book spines while copying. We also require a fully featured copier in the library staff area that is handicap accessible for a wheelchair user. Please supply a list of copiers and configurations available. There are 2 MFPs located in Human Resources that are currently printing Payroll and Human Resources reports. There is another MFP located in Patient Services that is running billing reports. The vendor will assume any costs associated with the installation, and testing phase to get these machines to an operational state. Should UCHC determine, in it's sole discretion, that transitions to the new printers jeopardize operations, UCHC will remove them from the contract.

**Copier Security Requirements and Questions for Multifunctional Devices:**

- Each model that is networked and has a hard drive will be required to have successfully completed or be in the process of completing Common Criteria certification. The vendor must include proof of certification.
- Device certification should include the entire device (network controller, hard disk, embedded web server, external ports, etc.) and not only specific subsystems. For each product please provide documentation as to what subsystems are being certified.
- What type of certification was done to certify against compromise of data?
- Device certification should include proof of separation of fax and network functionality.
- Does your equipment feature disk overwrite for copies and printing? If so, does it automatically overwrite when the job is completed or is it on-demand? Please detail any additional software or hardware required for this function.
- Does your equipment feature disk overwrite for scanning? If so, does it automatically overwrite when the job is completed or is it on-demand? Please detail any additional software or hardware required for this function.
- Can remote access protocols such as SNMP, HTTP, FTP be shut down on your equipment?

- Can your equipment authenticate users for network functions such as network scanning? How is this accomplished? (Local vs server based)
- Does your equipment utilize password protection for print jobs. How is this accomplished? Do you use password protected mailboxes, unique job passwords or both. How are these passwords setup and administered?
- Is your equipment password protected for administrative functions where settings are to be changed?
- What capabilities do you have to protect sensitive fax information?
- Do you respond to CERT alerts and notifications? If so how will we be notified?
- How are patches and security updates handled? Are they installed by a tech or the end user?

## Competitiveness of Costs

### Segment Definitions –

This portion defines the speed and features required in each category and divides them into segments. Some manufacturers or dealers label their product line differently, so this section is critical when formulating a quotation.

**Band One**

Speed	20-25 cpm
Features	Reduction and Enlargement Letter and Legal paper capacity
Average Mo. Vol.:	3,500 copies

Configuration	Pricing	Overage	Comments
Copy			
Copy/Print			
Copy/Print/Fax			
Copy/Print/Scan			
Copy/Print/Fax/Scan			

**Band Two**

Speed	30-34 cpm
Features	Reduction and Enlargement Letter and Legal paper capacity ADF (Duplexing Option) Sorter / Stapler
Average Mo. Vol.:	7,500 copies

Configuration	Pricing	Overage	Comments
Copy			
Copy/Print			
Copy/Print/Fax			
Copy/Print/Scan			
Copy/Print/Fax/Scan			

**Band Three**

Speed	35-44 cpm
Features	Reduction and Enlargement Letter and Legal paper capacity RADF / Duplexing Capabilities Sorter / Stapler
Average Mo. Vol.:	15,000 copies

Configuration	Pricing	Overage	Comments
Copy			
Copy/Print			
Copy/Print/Fax			
Copy/Print/Scan			
Copy/Print/Fax/Scan			

**Band Four**Speed  
Features45-54 cpm  
Reduction and Enlargement  
Letter and Legal paper capacity  
RADF/Duplex Capabilities  
RDF or RDH with offset sorter with  
Stapler

Average Mo. Vol.: 20,000 copies

Configuration	Pricing	Overage	Comments
Copy			
Copy/Print			
Copy/Print/Fax			
Copy/Print/Scan			
Copy/Print/Fax/Scan			

**Band Five**Speed  
Features55-64 cpm  
Reduction and Enlargement  
Letter, Legal and Ledger paper

capacity

RADF/Duplex Capabilities  
RDF or RDH with offset sorter with  
stapler or sorter/stapler - 20 bin

Average Mo. Vol.: 25,000 copies

Configuration	Pricing	Overage	Comments
Copy			
Copy/Print			
Copy/Print/Fax			
Copy/Print/Scan			
Copy/Print/Fax/Scan			

**Band Six**Speed  
Features65-74 cpm  
Reduction and Enlargement  
Letter, Legal and Ledger paper

capacity

RADF/Duplex Capabilities  
RDF or RDH with offset sorter with  
stapler or sorter/stapler - 20 bin

Average Mo. Vol.: 35,000 copies

Configuration	Pricing	Overage	Comments
Copy			
Copy/Print			
Copy/Print/Fax			
Copy/Print/Scan			
Copy/Print/Fax/Scan			



**Color Multifunctional Devices:**

<b>Band One Color</b>	Speed Features	25-35 cpm b&w - 25-30cpm color Reduction and Enlargement Letter - Tabloid paper capacity RADF / Duplexing Capabilities Sorter / Stapler
	Average Mo. Vol.:	25,000 copies

Configuration	Pricing	Overage	Comments
Copy			
Copy/Print			
Copy/Print/Fax			
Copy/Print/Scan			
Copy/Print/Fax/Scan			

**We require one combined invoice each month. Any overages will be averaged over the 12 month period and reconciled annually.**

**Your proposed monthly cost:** \_\_\_\_\_

**Minimum number of monthly Impressions included in above cost:** \_\_\_\_\_

**End of Document**

## Appendix 1

DEPARTMENT	LOCATION	Card Reader	3 Month Avg.	12 Month Avg.
<b>SUB BASEMENT</b>				
Ergonomic Tech	CSM-011 BSAC		1118	731
<b>Facilities Management</b>	<b>LSB-014 Elevator</b>	X	4276	4447
Library - Sub-Basement	By Elevator	X	1721	1606
Library - Sub-Basement Delete	On Right	X	544	921
<b>BASEMENT</b>				
Storage	AB-007		213	363
Anesthesiology	LB-063		3184	4054
Mailroom	LB-055C		782	556
Materials Management	FB-016 Rear Cube (Charlene)		6521	8887
Operating Room	FB-055		14218	15685
<b>CLAC</b>	<b>LB-016</b>		1202	655
<b>Library Copy Room</b>	<b>LB-042 Coin Tower</b>	X	3480	3469
Library Copy Room	LB-042 on right	X	1701	2806
Reprographics	AB-007		1796	1796
<b>GROUND</b>				
Dental Deans	Kitchenette near AG-012	X	7094	5094
<b>Assoc. Deans Finance/Adm</b>	<b>AG-069</b>		4704	5597
Academic Affairs	AG-073		23829	20409
Anatomic Pathology	CG-056 (Cytology)		3152	3078
BMCS Delete	CG-081 Installed 10/30/06		174	96
Radiology Office	CG-087		328	1096
<b>Medical Records</b>	<b>CG-102</b>		8314	8229
Medical Dean AHEC	CG-141		6223	5407
Radiation Oncology	CG-178 Door on Right	X	503	2190
OB-GYN	CG-214		6641	8604
Radiology Library	CG-221		1303	1223
Maternal Fetal Medicine	CG-228 (By House Phone)		2125	2239
Dietary (Kitchen)	FG-031		6797	6613
<b>Neonatal Ground Floor</b>	<b>HG-854A</b>		5020	5027
Neonatal Administration	CG-248		9324	7337
Cardiovascular Research	EG-030 ARB Ground Floor		596	636
Public Safety	LG-015	X	8924	10760
Surgery	Bld 20 2nd Floor	X	2892	4750
Education & Research	Bld 20 1st Floor	X	9334	11469
Library Staff	LG-052 Handicap Copier	X	458	5423
Library Interloan Delete	LG-052 Elevator from Library	X	273	276
Traumatology	LG-065		860	981
<b>Phychiatry</b>	<b>LG-066</b>		3884	9074
Clinical Skills	CGC7		3556	4821
Medical Student Affairs	AB-007		1032	1548
<b>Senior Promotion Committee</b>	<b>AG-059</b>		5333	5284
<b>MAIN FLOOR</b>				
Muscular Biology	ARB Bld EM-037		788	449
Educational Support Service	AM-019		1615	2199
MDL GI	AM-028	X	866	697
Div. of Gastrcenterology	AM-044		893	728

Appendix 1

DEPARTMENT	LOCATION	Card Reader	3 Month Avg.	12 Month Avg.
Endocrinology Academic Office	AM-047		525	527
Neuromuscular Service	CM-040		319	402
Neurology	CM-040		3973	5250
Clinical Trials	CM-059		1040	1262
Womens Health Clinic	CM-218		1282	1865
<b>Womens Health Clinic</b>	<b>CM-218</b>		623	1403
<b>G.C.R.C.</b>	<b>CM-100</b>		9276	13083
Specialty Services	CM-197		1526	1601
<b>Cancer Center (rear) staff lounge</b>	<b>CM-259</b>		5693	7658
Cancer Center (front) reception	CM-259		1362	2455
<b>Emergency Room</b>	<b>CM-313</b>		7216	7243
Radiology	FM-070		4535	3061
Center for Clinical Care	LM-032		536	514
Student Alumni Service Center	LM-035		2003	2460
Office of Attorney General	LM-043		2431	1871
<b>Clinical Administration</b>	<b>LM-050</b>		10401	10627
<b>Chancellor</b>	<b>LM-068</b>		8949	6978
<b>Add new copier for Pulmonary Area</b>				
<b>Add copier for new Dental Imaging Area</b>				
<b>1ST FLOOR</b>				
<b>1st Floor Hospital Elevator Delete</b>	1st Floor	X	1147	1624
1st Floor 3 Bank Elevator	L-1028	X	1918	3121
Dental Clinic	8 & 9 1st floor C	X	2831	2928
<b>Psychiatry</b>	<b>C-1371 Red Arrows</b>	X	15952	16353
Molecular Medicine	E-1047 ARB		1730	1711
Dental Clinic 6	Reception area		1371	1149
<b>2ND FLOOR</b>				
<b>Pharmacy</b>	<b>C-2016</b>		7463	11985
Electron Micro	2nd Floor 3 Bank El.	X	1099	1311
Computer Room	C-2067	X	2021	2162
Nursing Staff	C-2089		16871	23964
Lab Medicine	C-2021		5313	4183
<b>Medical Staff Office</b>	<b>C-2040</b>		8387	8582
<b>Cardio Pulmonary</b>	<b>C-2125</b>		10802	11505
<b>Cardio Pulmonary</b>	<b>C-2125</b>		1164	1443
Cardiac Step Down Unit	C-2100		611	1100
<b>2nd Floor Hospital Elevator</b>	<b>2nd Floor</b>	X	14275	14828
<b>ICU</b>	<b>2nd Floor Big doors</b>		931	471
Pulmonary Function Lab	H-2003		370	431
<b>3RD FLOOR</b>				
3rd Floor 3 Bank Elevator	3rd Floor	X	4068	3766
<b>3rd Floor Hospital Elevator Delete</b>	3rd Floor	X	2079	1165
Genetics Develop Biology	3rd Floor ARB	X	1399	1257
Immunology Dept	L-3092		382	382
<b>4TH FLOOR</b>				
<b>4th Floor Ladies Room Delete</b>	Across from Bank Elevator	X	856	603
4th Floor Hospital Elevator	4th Floor	X	324	488

## Appendix 1

DEPARTMENT	LOCATION	Card Reader	3 Month Avg.	12 Month Avg.
Neuroscience	L-4033 near Bank El.		2072	2427
Neuroscience	4th Floor ARB E-4047		1057	599
<b>5TH FLOOR</b>				
5th Floor Ladies Rm.	Across from L-5071	X	3055	1518
5th Floor Hospital Elevator	5th Floor	X	475	1066
Physiology	E-5023 ARB		1159	1292
Partial Hospital Delete	L-5103A Near Hospital Elev		6524	6572
<b>6TH FLOOR</b>				
6th Floor Hospital Elev.	6th Floor	X	1180	1332
Immunotherapy 1	L-6004		1563	1661
Immunotherapy 2	E-6023 ARB		1046	1125
<b>University Physicians</b>	<b>Back in Corner In Computer Room</b>		7930	4545
<b>7TH FLOOR</b>				
7th Floor Hall	7th Floor L-7032	X	2556	3620
7th Floor Hospital Elevator	7th Floor	X	2714	3274
7th Floor Pathogenesis	7th Floor ARB E-7023	X	3013	2448
<b>MISCELLANEOUS BUILDINGS</b>				
Genetics	Building 5		6337	6128
Osteoporosis	Building 7		1571	2807
Pharmacology	Butler Building 26		812	620
Childcare	Bldg. M next to warehouse		5519	5993
<b>Material Management</b>	<b>Bldg. J - Warehouse 1st floor</b>		2406	2627
<b>DOWLING NORTH</b>				
Siemens Group	DN 2nd floor	X	856	1978
Center For Science & Technology	DN 2nd floor - last door on left		1377	1283
<b>Occupational &amp; Environmental Medicine</b>	<b>DN 3rd Floor</b>		16207	17335
Occupational Medicine	DN 3rd Floor - Down the hall		701	662
<b>EXCHANGE</b>				
<b>Corrections</b>	<b>Exchange 2nd Floor Suite 246</b>		21654	27697
<b>Corrections</b>	<b>Exchange 2nd Floor Suite 246</b>		9197	9878
<b>Community Medicine</b>	<b>Exchange 2nd Floor Suite 260</b>		10811	12941
Community Medicine	Exchange 2nd Floor Suite 260	X	622	822
<b>Child Family Studies</b>	<b>Exchange 1st Floor Suite 181</b>		9672	13302
<b>TALCOTT NOTCH</b>				
Psych. Talcott Notch	Talcott Notch 3rd Floor East side		14579	17215
Psych. Talcott Notch	Talcott Notch 3rd Floor East side		1339	1470
<b>DOWLING SOUTH</b>				
Ambulatory Administration	DS 1st Floor Rm B-1015		829	629
University Physicians Medical Record	DS Suite 130		2089	2349
ORL in Lounge	DS Suite 130		821	721
<b>ENT reception</b>	<b>DS Suite 130</b>		1707	2265
IMA internal medicine Associates	DS Suite C-200		1479	1733

Appendix 1

DEPARTMENT	LOCATION	Card Reader	3 Month Avg.	12 Month Avg.
<b>IMA internal medicine Associates</b>	<b>DS Suite C-200</b>		3381	3882
Medical Specialties	DS Suite 210		877	1104
General Surgery	DS Suite 220		302	5328
<b>Dermatology Lab Administration</b>	<b>DS Suite 300</b>		13532	7254
<b>Dermatology Clinic</b>	<b>DS Suite 310</b>		6949	7784
<b>Tripp Center</b>			6204	4017
<b>ASB BUILDING</b>				
Accounting	ASB 3rd Floor	X	813	2484
<b>2nd Floor</b>	<b>ASB 2nd Floor</b>	X	4895	4258
Payroll	ASB 1st Floor Last Aisle		33565	48054
Personnel	ASB 1st Floor		12221	15728
Personnel	ASB 1st Floor Middle Aisle		25990	19538
Personnel	ASB 1st Floor		2072	2826
Call Center	ASB 1st Floor		453	1575
<b>M.A.R.B</b>				
<b>Reception</b>	<b>1st Floor</b>		8676	9739
Medical Records Orthopedics	RM. 1061 1st Floor		1050	328
<b>Rheumatology &amp; Osteoporosis</b>	<b>Reception 3rd Floor</b>		498	438
Rheumatology & Osteoporosis	Room 3007 3rd Floor		11133	8240
Orthopedics	Reception 3rd Floor		1593	1542
Orthopedics	Suite C 3rd Floor		834	871
Orthopedics	Suite D 3rd Floor		475	830
Orthopedics	Suite E 3rd Floor		1522	950
<b>Neurosurgery</b>	<b>Reception 3rd Floor</b>		838	2262
Neurosurgery	Suite F 3rd Floor		1013	740
Neurosurgery	Suite G 3rd Floor		366	468
Musculoskeletal Institute	Copy Room 4th Floor		10685	10016
<b>MUNSON ROAD</b>				
<b>University Physicians</b>	<b>Back in Corner</b>		9706	9462
University Physicians	By Stairs		8320	8269
<b>University Physicians</b>	<b>By Pillar with Alarm</b>		3629	3186
Pre-Certification	Aisle by stairs		1484	1298
<b>Patient Credit Department</b>	<b>In back by file racks</b>		9749	9977
<b>Patient Credit Department</b>	<b>Left rear corner - last aisle</b>		6850	10151
<b>Finance</b>	<b>Aisle near escalator</b>		7956	5699
Purchasing	Far left back corner		2413	2626
Compliance and Internal Audit	Aisle near escalator		1198	2168
Diversity	By elevator		982	1053
Information Technology	End of aisle - left of elevator		3315	3367
<b>Information Technology</b>	<b>By elevator - left of escalator</b>		9157	10027
Price Waterhouse - temp assignment	P-2064			
Add new tabletop copier for HR				
<b>WEST HARTFORD</b>				
CT Health Partners - Internal Medicine	65 Kane St. West Hartford - 1st Floor		3361	3104
CT Health Partners - Internal Medicine	65 Kane St. West Hartford - 1st Floor		2059	3308
CT Health Partners - Pediatrics	65 Kane St. West Hartford		3011	2388

Appendix 1

DEPARTMENT	LOCATION	Card Reader	3 Month Avg.	12 Month Avg.
CT Health Partners - Medical Records	65 Kane St. West Hartford		6392	3961
<b>CT Health Partners - Genetics</b>	<b>65 Kane St. West Hartford - 1st Floor</b>		6160	6039
CT Health Partners - OB-GYN	65 Kane St. West Hartford - 2nd Floor		1755	1544
CT Health Partners - Provider Enrollment	65 Kane St. West Hartford - 2nd Floor		3729	7006
Add new tabletop copier				
<b>EAST HARTFORD</b>				
CT Health Partners - Administration	99 Ash St. East Hartford - 1st Floor		9376	8532
CT Health Partners - Phototherapy/Derm.	99 Ash St. East Hartford - 1st Floor		975	1053
CT Health Partners - Internal Medicine	99 Ash St. East Hartford - 1st Floor		1574	1951
CT Health Partners - Pediatrics	99 Ash St. East Hartford - 1st Floor		1802	2358
CT Health Partners - OB-GYN	99 Ash St. East Hartford - 2nd Floor		1753	1751
CT Health Partners - Medical Records	99 Ash St. East Hartford - 2nd Floor		6286	15574
CT Health Partners - Occup. & Environ.	99 Ash St. East Hartford - 2nd Floor		4440	3878
Add new tabletop copier				
<b>OFF SITE BUILDINGS</b>				
Pedi Dentistry	131 Coventry St. 2nd Floor		1168	669
Childrens Medical Center - Dental Clinic	282 Washington St. Hartford Room 1C		666	1094
UConn Med Group	381 Hopmeadow St. Simsbury Suite 201		1601	1967
Old Avon Orthopedics	2 Simsbury Road 2nd Floor Avon, CT		294	294
<b>mis serial number</b>				
Radiology Admin. Office	FM-081		174	96
<b>REPROGRAPHICS</b>				
Reprographics Xerox DC250 B/W	AB-007		15337	9558
Reprographics Xerox DC250 Color	AB-007		40411	29232
Creo Spire 250 Color Server	AB-007			

**STATE OF CONNECTICUT**  
**UNIVERSITY OF CONNECTICUT HEALTH CENTER**  
**PURCHASING DEPARTMENT**

THIS FORM AND  
REQUIRED PROPOSAL  
SCHEDULE FORMS  
MUST BE RETURNED

**Matthew A Larson**

*Director of Purchasing*

**263 Farmington Avenue, MC 4036**  
**Farmington, CT 06032**

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

**860-679-2408**

Telephone Number

**RFP NO: 5-2162**

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**  
**CONTRACT COMPLIANCE REGULATIONS**  
**NOTIFICATION TO BIDDERS**

(Revised 09/17/07)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in 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." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- (a) the bidder's success in implementing an affirmative action plan;
- (b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder's promise to develop and implement a successful affirmative action plan;
- (d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

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**INSTRUCTIONS AND OTHER INFORMATION**

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder's  good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) **Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

**MANAGEMENT:** Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

**BUSINESS AND FINANCIAL OPERATIONS:** These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

**MARKETING AND SALES:** Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

**LEGAL OCCUPATIONS:** In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

**COMPUTER SPECIALISTS:** Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

**ARCHITECTURE AND ENGINEERING:** Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

**OFFICE AND ADMINISTRATIVE SUPPORT:** All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

**BUILDING AND GROUNDS CLEANING AND MAINTENANCE:** This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

**CONSTRUCTION AND EXTRACTION:** This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..

**INSTALLATION, MAINTENANCE AND REPAIR:** Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

**MATERIAL MOVING WORKERS:** The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

**PRODUCTION WORKERS:** The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.



<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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**BIDDER CONTRACT COMPLIANCE MONITORING REPORT**

**PART I - Bidder Information**

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number _____ Or Social Security Number _____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1)  -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__
Bidder Parent Company (If any)	- Bidder is certified as above by State of CT Yes__ No__
Other Locations in Ct. (If any)	- DAS Certification Number _____

**PART II - Bidder Nondiscrimination Policies and Procedures**

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__	9. Does your company have a mandatory retirement age for all employees? Yes__ No__
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__
6. Does your company have a collective bargaining agreement with workers? Yes__ No__ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__	12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain.  13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number. _____ _____

1. Will the work of this contract include subcontractors or suppliers? Yes\_\_ No\_\_

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above?

Yes\_\_ No\_\_

PART IV - Bidder Employment Information

Date:

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

\*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

PART V - Bidder Hiring and Recruitment Practices

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification  (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service					Work Experience	
Private Employment Agencies					Ability to Speak or Write English	
Schools and Colleges					Written Tests	
Newspaper Advertisement					High School Diploma	
Walk Ins					College Degree	
Present Employees					Union Membership	
Labor Organizations					Personal Recommendation	
Minority/Community Organizations					Height or Weight	
Others (please identify)					Car Ownership	
					Arrest Record	
					Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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REQUEST FOR PROPOSAL

UHC-6 Rev. 8/07  
Previous Rev. 5/07

Matthew A Larson  
Director of Purchasing

860-679-2408  
Telephone Number

**STATE OF CONNECTICUT**  
UNIVERSITY OF CONNECTICUT HEALTH CENTER  
PURCHASING DEPARTMENT  
263 Farmington Avenue, MC 4036  
Farmington, CT 06032

<b>RFP Number:</b>  5-2162
----------------------------------

**State of Connecticut  
Contract Affidavits, Certifications, and Notices**

WHEN TO SUBMIT	CONTRACTING AFFIDAVITS/CERTIFICATION FORMS			
	Signed by AGENCY	Signed by CONTRACTOR		
		ALL Contracts cost or value ≥ over \$0.00	All Contracts Cost or value ≥ \$50K	All Contracts Cost or value ≥ \$500K
submit form <b>with</b> bid or proposal		AG FORM (I/C)	FORM5*	FORM6 **
submit form <b>at time of</b> contract execution	FORM 3	AG FORM (I/C)	FORM1 FORM5*	FORM6 **
submit form <b>after</b> contract execution				FORM6 **
submit form <b>annually</b> if multi-year contract			FORM1	

\* Form 5 is normally submitted by the contractor to the awarding State agency with the bid or proposal. However, for a sole source or no bid contract, it is submitted at the time of contract execution.

\*\* Form 6 is normally submitted by the contractor to the awarding State agency with the bid or proposal. However, for a sole source or no bid contract, Form 6 is submitted at the time of contract execution. When applicable, Form 6 is also used by a subcontractor or consultant of the contractor. The subcontractor or consultant submits the form to the contractor, who then submits it to the awarding State agency. Depending on when the contractor engages the subcontractor or consultant, the contractor either submits the form at the time of contract execution or after contract execution.

**For Further Information, Contact:**

Please direct any questions about the ethics forms to Wanda Dupuy, (860) 418-6261, [wanda.dupuy@ct.gov](mailto:wanda.dupuy@ct.gov).

**Form 1- Gift and Campaign Contribution Certification**

This certification accompanies a State contract with a value of \$50,000 or more in a calendar or fiscal year. The completed form is submitted by the contractor to the awarding State agency at the time of contract execution. The form is also used with a multi-year contract to update the initial certification on an annual basis.

### **Form 3- Certification of State Agency Official or Employee Authorized to Execute Contract**

This certification accompanies a State contract with a value of \$50,000 or more in a calendar or fiscal year. The completed form is signed at the time of contract execution by the State agency official or employee authorized to execute the contract on behalf of the awarding State agency.

### **Form 5- Consulting Agreement Affidavit**

This affidavit accompanies a State contract for the purchase of goods or services with a value of \$50,000 or more in a calendar or fiscal year. Form 5 is normally submitted by the contractor to the awarding State agency with the bid or proposal. However, for a sole source or no bid contract, it is submitted at the time of contract execution.

### **Form 6- Affirmation of Receipt of State Ethics Laws Summary**

This affirmation accompanies a large State construction contract or a large State procurement contract with a cost of more than \$500,000. Form 6 is normally submitted by the contractor to the awarding State agency with the bid or proposal. However, for a sole source or no bid contract, Form 6 is submitted at the time of contract execution.

When applicable, Form 6 is also used by a subcontractor or consultant of the contractor. The subcontractor or consultant submits the form to the contractor, who then submits it to the awarding State agency.

## **PLAIN LANGUAGE SUMMARY OF STATE ETHICS LAWS FOR CURRENT AND POTENTIAL STATE CONTRACTORS**

Note: The following is a summary of the major ethics laws and related provisions applicable to current and potential state contractors. For more detailed information or to discuss any questions you may have, contact the Office of State Ethics at (860) 566-4472.

### **I. RESTRICTIONS ON THE BENEFITS YOU MAY GIVE TO STATE PERSONNEL**

**GIFTS:** In general, no one doing business with or seeking business from a state or quasi-public agency may give a gift to an official or employee of that agency. Connecticut's gift ban is strict, but has some exceptions. For example, under the Ethics Code, you may give: (1) food and drink up to \$50 per person per year, if the person paying, or his or her representative, is in attendance; and (2) tangible gifts up to \$10 per item up to \$50 per person per year. Also exempt are certain items such as informational materials, or plaques costing less than \$100. For a complete list of the Code's gift exceptions, consult Conn. Gen. Stat. § 1-79(e) or contact the Office of State Ethics.

**IMPORTANT RECENT CHANGE IN LAW:** As of July 1, 2004, gifts for "major life events," including a wedding or the birth of a child, which were previously exempt from the gift ban, are now subject to the strict gift limits outlined above if the gifts are provided by any individual or entity doing business with or seeking business from the state.

**NOTE:** State agencies may have stricter gift rules than the provisions of the Ethics Code (for example, an agency policy may ban all food and drink). Be sure to obtain a copy of the agency's ethics policy before you provide any benefit to an agency official/employee.

**NECESSARY EXPENSES:** Under the Ethics Code, you may not pay a fee or an honorarium to a state official or employee for making a speech or appearing at your organization's event. You may, however, under limited circumstances, pay the "necessary expenses" of such a state servant. These expenses are limited to: necessary travel, lodging for the nights before, or and after the speech, meals and conference fees. There may be reporting requirements attached to the giving and taking of necessary expenses, so contact the Office of State Ethics if you need more information. **NOTE:** Before providing necessary expenses, check with the state agency's ethics officer to determine if the agency allows such payments.

**GIFTS TO THE STATE:** The Ethics Code allows limited "gifts to the state" which facilitate state action or functions (for example, donating a piece of equipment to the agency).

**NOTE:** Recent legislation was passed that may impact gifts to the state. Please contact the Office of State Ethics before giving a gift to the state to determine if such donations are acceptable.

### **II. RULES ON HIRING STATE PERSONNEL**

Before you hire a current or former state employee, you should be aware of certain provisions of the Ethics Code. First, if you are considering hiring a current state employee, especially from a state agency with which you do business or by which you are regulated, you should know the following:

A current state employee must not accept outside employment that impairs his independence of judgment regarding his state duties, or that encourages him to disclose confidential information learned in his state job. Also, a current state employee may not use his or her state position for financial gain, however inadvertent that use may be. Therefore, for example, a current state employee who exercises any contractual, supervisory or regulatory authority over you or your business may not be able to work for you.

Second, if you are considering hiring a former state employee, you should be aware of the Ethics Code's post-state employment, or revolving door, laws:

If you hire or otherwise engage the services of a former state official or employee, he or she may not represent you before his or her former agency for one year after leaving state service.

**NOTE:** The former State Ethics Commission established a limited exception to this provision which allows the former employee to return to his or her former agency within the one year period for the sole purpose of providing technical expertise

(for example, to help implement a previously awarded contract). This is a fact-specific exception that applies in very limited circumstances: therefore, you should contact the Office of State Ethics for further assistance if you think this exception applies to you.

If a state official or employee was substantially involved in, or supervised, the negotiation or award of a contract valued at \$50,000 or more, and the contract was signed within his or her last year of state service, and you or your business was one of the parties to the contract, then you and/or your business are prohibited from hiring him or her for one year after he or she leaves state employment.

A former state official or employee can never represent anyone other than the state regarding a particular matter in which he or she was personally and substantially involved while in state service and in which the state has a substantial interest.

Third, there are approximately 75 state officials or employees who may not negotiate for, seek or accept employment with any business subject to regulation by their agency, and may not accept employment with such a business for one year after leaving state service. Under that section of the law, it is also illegal for a business in the industry to employ such an individual.

### **III. CONFLICT OF INTEREST RULES THAT APPLY TO YOU AS A STATE CONTRACTOR**

Under Conn. Gen. Stat. §1-86e of the Ethics Code, no state contractor, including a consultant or other independent contractor, can use the authority provided under the contract, or confidential information acquired in the performance of the contract, to obtain financial gain for himself, his employee, or a member of his immediate family. Also, a state contractor cannot accept another state contract that would impair his independence of judgment in the performance of the first contract. Finally, a state contractor cannot accept anything of value based on an understanding that his actions on behalf of the state would be influenced.

It is important to call the Office of State Ethics at (860) 566-4472 to discuss the application of this law, or any of the other ethics laws, to your specific situation.

### **IV. OTHER ETHICS PROVISIONS THAT MAY APPLY TO YOU**

Contractors seeking large state contracts are required to execute affidavits regarding gifts and/or campaign contributions made to certain state employees or public officials in the two-year period prior to the submission of a bid or proposal. You need to check the web sites of both the Department of Administrative Services, [www.das.state.ct.us](http://www.das.state.ct.us), and the Office of Policy and Management, [www.opm.state.ct.us](http://www.opm.state.ct.us), for copies of these affidavits and for other updated information regarding state contractors. Also, because the particular agency with which you wish to contract may have specific rules that you must follow, you need to check with that agency as well.

If you or your business provides “investment services” as defined in the Code of Ethics, and you make a political contribution in connection with the Office of the Treasurer, you may be prohibited from contracting with that office. See Conn. Gen. Stat. § 1-84(n).

Finally, if you or your business spends or receives \$2,000 or more in a calendar year for activities that constitute lobbying under the Ethics Code, whether to affect legislation or the actions of an administrative state agency, then you and/or your business may have to register as a lobbyist with the Office of State Ethics, and more ethics rules will apply to you. Contact the Office of State Ethics, or review the lobbyist registration information at [www.ct.gov/ethics](http://www.ct.gov/ethics).

Recent legislation (Public Act 05-287) prohibits anyone who is a party (or who is seeking to become a party) to a state construction, procurement, or consultant services contract over \$500,000 from:

- (1) Soliciting information from a public official or state employee that is not available to other bidders for that contract, with the intent to obtain a competitive advantage over other bidders;
- (2) intentionally or recklessly charging a state agency for work not performed or goods or services not provided, or falsifying invoices or bills; or
- (3) intentionally violating or trying to circumvent the state competitive bidding and ethics laws.

Recent legislation (Public Act 05-287) also requires any prospective state contractor to affirm in writing that he or she has been provided with a summary of the state’s ethics laws and that his key employees have read and understood the summary and agree to comply with the applicable provisions of the ethics law.

#### **FORM 11 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.

## **Nondiscrimination Certification (AG Form)**

The Office of the Attorney General created a nondiscrimination certification form (attached) to assist State agencies in complying with the State of Connecticut's current contracting requirement, pursuant to the Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended by Public Act 07-245 and Section 9(a)(1) and 10(a)(1) of Public Act 07-142. This certification is required for all State contracts, regardless of type, term, cost, or value. The revised CGS 4a-60 and 40-60a are included in their entirety below.

### **Sec. 4a-60. (Formerly Sec. 4-114a). Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities.**

- (a) Every contract to which the state or any political subdivision of the state other than a municipality is a party shall contain the following provisions: (1) The contractor 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, as amended by this act, 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, as amended by this act. 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. Prior to entering into the contract, the contractor shall provide the state or such political subdivision of the state with documentation in the form of a company or corporate policy adopted by resolution of the board of directors, shareholders, managers, members or other governing body of such contractor to support the nondiscrimination agreement and warranty under subdivision (1) of this subsection. For the purposes of this section, "contract" includes any extension or modification of the contract, and "contractor" includes any successors or assigns of the contractor.
- (b) For the purposes of this section, "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.

### **Sec. 4a-60a. Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation.**

- a) Every contract to which the state or any political subdivision of the state other than a municipality is a party shall contain the following provisions: (1) The contractor 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, as amended by this act; (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, as amended by this act. Prior to entering into the contract, the contractor shall provide the state or such political subdivision of the state with documentation in the form of a company or corporate policy adopted by resolution of the board of directors, shareholders, managers, members or other governing body of such contractor to support the nondiscrimination agreement and warranty under subdivision (1) of this subsection. For the purposes of this section, "contract" includes any extension or modification of the contract, and "contractor" includes any successors or assigns of the contractor.

- (b) The contractor shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor 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.





## STATE OF CONNECTICUT GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

*Certification to accompany a State contract with a value of \$50,000 or more in a calendar or fiscal year, pursuant to C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8, and No. 7C, Para. 10; and C.G.S. §9-612(g)(2), as amended by Public Act 07-1*

### INSTRUCTIONS:

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any lawful campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of initial contract execution (and on each anniversary date of a multi-year contract, if applicable).

**CHECK ONE:**     Initial Certification                       Annual Update (Multi-year contracts only.)

### GIFT CERTIFICATION:

As used in this certification, the following terms have the meaning set forth below:

- 1) "Contract" means that contract between the State of Connecticut (and/or one or more of its agencies or instrumentalities) and the Contractor, attached hereto, or as otherwise described by the awarding State agency below;
- 2) If this is an Initial Certification, "Execution Date" means the date the Contract is fully executed by, and becomes effective between, the parties; if this is an Annual Update, "Execution Date" means the date this certification is signed by the Contractor;
- 3) "Contractor" means the person, firm or corporation named as the contractor below;
- 4) "Applicable Public Official or State Employee" means any public official or state employee described in C.G.S. §4-252(c)(1)(i) or (ii);
- 5) "**Gift**" has the same meaning given that term in C.G.S. § 4-250(1);
- 6) "Planning Start Date" is the date the State agency began planning the project, services, procurement, lease or licensing arrangement covered by this Contract, as indicated by the awarding State agency below; and
- 7) "Principals or Key Personnel" means and refers to those principals and key personnel of the Contractor, and its or their agents, as described in C.G.S. §§ 4-250(5) and 4-252(c)(1)(B) and (C).

I, the undersigned, am the official authorized to execute the Contract on behalf of the Contractor. I hereby certify that, between the Planning Start Date and Execution Date, neither the Contractor nor any Principals or Key Personnel has made, will make (or has promised, or offered, to, or otherwise indicated that he, she or it will, make) any **Gifts** to any Applicable Public Official or State Employee.

I further certify that no Principals or Key Personnel know of any action by the Contractor to circumvent (or which would result in the circumvention of) the above certification regarding **Gifts** by providing for any other principals, key personnel, officials, or employees of the Contractor, or its or their agents, to make a **Gift** to any Applicable Public Official or State Employee. I further certify that the Contractor made the bid or proposal for the Contract without fraud or collusion with any person.

### CAMPAIGN CONTRIBUTION CERTIFICATION:

I further certify that, on or after December 31, 2006, neither the Contractor nor any of its principals, as defined in C.G.S. § 9-612(g)(1), has made any **campaign contributions** to, or solicited any contributions on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support, any candidate for statewide public office, in violation of C.G.S. § 9-612(g)(2)(A). I further certify that **all lawful campaign contributions** that have been made on or after December 31, 2006 by the Contractor or any of its principals, as defined in C.G.S. § 9-612(g)(1), to, or solicited on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support any candidates for statewide public office or the General Assembly, are listed below:



# STATE OF CONNECTICUT GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

**Lawful Campaign Contributions to Candidates for Statewide Public Office:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

**Lawful Campaign Contributions to Candidates for the General Assembly:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

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

\_\_\_\_\_  
Printed Contractor Name

\_\_\_\_\_  
**Signature of Authorized Official**

**Subscribed and acknowledged before me this**  **day of**  **200**

\_\_\_\_\_  
**Commissioner of the Superior Court (or Notary Public)**

<b>For State Agency Use Only</b>	
_____ Awarding State Agency	_____ Planning Start Date
_____ Contract Number or Description	



**STATE OF CONNECTICUT  
CERTIFICATION OF STATE AGENCY OFFICIAL OR EMPLOYEE  
AUTHORIZED TO EXECUTE CONTRACT**

*Certification to accompany a State contract, having a value of more than \$50,000, pursuant to Connecticut General Statutes §§ 4-250 and 4-252(b), and Governor M. Jodi Rell's Executive Order 7C, Paragraph 10*

**INSTRUCTIONS:**

Complete all sections of the form. Sign and date in the presence of a Commissioner of the Superior Court or Notary Public. Submit to the awarding State agency at the time of contract execution.

**CERTIFICATION:**

I, the undersigned State agency official or State employee, certify that (1) I am authorized to execute the attached contract on behalf of the State agency named below, and (2) the selection of the contractor named below was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

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

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Awarding State Agency

\_\_\_\_\_  
State Agency Official or Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Sworn and subscribed before me on this            day of \_\_\_\_\_, 200\_\_\_\_\_.**

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



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

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](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
Awarding State Agency			

## SEEC FORM 11

### **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 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.



**UNIVERSITY OF CONNECTICUT HEALTH CENTER  
NON-DISCRIMINATION CERTIFICATION**

*Certification to accompany all State contracts, regardless of type, term, cost, or value., pursuant to Connecticut General Statutes §4a-60(a)(1) and § 4a-60a(a)(1), as amended by Public Act 07-245 and Section 9(a)(1) and 10(a)(1) of Public Act 07-142.*

*(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 \_\_\_\_\_ an entity lawfully organized and existing under the laws of  
(name of entity)

\_\_\_\_\_ do hereby certify that the following is a true and correct copy  
(name of state or commonwealth)  
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  
\_\_\_\_\_ and further certify that such resolution has not been modified,  
(name of state or commonwealth)  
rescinded, or revoked, and is at present in full force and effect.

RESOLVED: That \_\_\_\_\_ hereby adopts as is policy  
(name of entity)  
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.

WHEREOF, I, the undersigned has executed this certificate this \_\_\_ day of  
\_\_\_\_\_ 20\_\_

Print Name: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# UNIVERSITY OF CONNECTICUT HEALTH CENTER NON-DISCRIMINATION CERTIFICATION

*Certification to accompany all State contracts, regardless of type, term, cost, or value., pursuant to Connecticut General Statutes §4a-60(a)(1) and § 4a-60a(a)(1), as amended by Public Act 07-245 and Section 9(a)(1) and 10(a)(1) of Public Act 07-14.*

*(By individual contractor) 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 \_\_\_\_\_ of \_\_\_\_\_ am entering  
(signer's name) (business address)  
into a contract (or an extension or other modification of an existing contract) with the State of Connecticut (the "State") in my individual capacity for

\_\_\_\_\_  
(If available, insert "Contract No." otherwise generally describe goods or services to be provided).

I hereby certify that I support the nondiscrimination agreements and warranties required under Connecticut General Statutes Sections 4a-60(a)(1) and 4a-60a(a)(1), as amended in State of Public Act 07-245 and Sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

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

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REQUEST FOR PROPOSAL**

UCHC-7 Rev. 5/07  
Previous Rev. 12/04

**STATE OF CONNECTICUT**  
**UNIVERSITY OF CONNECTICUT HEALTH CENTER**  
**PURCHASING DEPARTMENT**  
263 Farmington Avenue, MC 4036

Farmington, CT 06032

**RFP Number:**  
**5-2162**

**Matthew A. Larson**  
*Director of Purchasing*

**860-679-2408**  
*Telephone Number*

**STANDARD RFP AND CONTRACT TERMS & CONDITIONS**

**Submission of Bids**

1. The time and date bids are to be opened is given in each bid issued. Bids must be submitted on forms supplied by Purchasing Department. Telephone or facsimile bids will not be accepted in response to a Request for Proposal. When, in the opinion of the Director of Purchasing, the best interest of the University of Connecticut Health Center and the state will be served,, the Director of Purchasing may order that any or all bids or proposals may be rejected.

2. Bids received after the specified time and date of bid opening given in each bid proposal shall not be accepted for consideration and shall be returned unopened. Bid envelopes must clearly indicate the bid number as well as the date and time of the opening of the bid. The name and address of the Bidder should appear in the upper left hand corner of the envelope.

3. Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by the Purchasing Department after the time specified for opening of bids, shall not be considered. An original and one copy (unless more than one copy is requested) of the proposal schedule shall be returned to the Purchasing Department. Bids shall be computer prepared, typewritten or handwritten in ink. Bids submitted in pencil shall be rejected. All bids shall be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids shall be rejected. Errors, alterations or corrections on both the original and copy of the proposal schedule to be returned must be initialed by the person signing the bid proposal or their authorized designee. In the event an authorized designee initials the correction, there must be written authorization from the person signing the bid proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of bid for those items erased, altered or corrected and not initialed.

4. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one, which limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the Invitations to Bid.

5. Alternate bids will not be considered. An alternate bid is defined as one, which is submitted in addition to the bidder's primary response to the Invitations to Bid.

6. 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 bid, and subject only to cash discount.

7. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.

8. All bids will be opened and read publicly and upon award are subject to public inspection.

**Samples**

9. Accepted bid samples do not supersede specifications for quality unless sample is superior in quality. All deliveries shall have at least the same quality as the accepted bid sample.

10. Samples are furnished free of charge. Bidder must indicate if their return is desired, provided they have not been made useless by test. Samples may be held for comparison with deliveries.

**Award**

11. Award of a contract will be made to the lowest responsible qualified bidder and shall be based on quality of the articles or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility. The time and date bids are to be opened is given in each bid issued.

12. Purchasing Department may reject any bidder in default of any prior contract or guilty of misrepresentation of any bidder with a member of its firm in default or guilty of misrepresentation.

13. Purchasing Department may correct inaccurate awards resulting from clerical or administrative errors.

**Contract**

17. Bidders have ten days after notice of award to refuse acceptance of the award; after ten days the award will be binding on the Contractor. If the Contractor refuses to accept the award within the ten-day period, the award will be made to the next lowest responsible qualified bidder.

**Delivery**

18. All products and equipment delivered must be new unless otherwise stated in the bid specifications.

**John Dempsey Hospital Policies and Procedures**

34. Contractor will comply with John Dempsey Hospital policies and procedures, as well as all applicable laws, ordinances, rules regulations, standards, and orders of governmental, regulatory and accrediting bodies, including but not limited to the Joint Commission on the Accreditation of Health Care Organizations (JCAHO), having jurisdiction in the premises that are applicable to the conduct of physicians

**Insurance Requirements**

35. Before commencing work, the contractor shall obtain at its own cost and for the duration of the contract, the following insurance:

1. 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.
2. 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.
3. Professional Liability: \$1,000,000 limit of liability.
4. 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.
5. A following form (Excess Liability/Umbrella Policy) may be used to meet the minimum limit guidelines.

**Insurance Provisions**

1. The State of Connecticut, its officers, officials, employees, agents, boards and commissions shall be named as Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the State.
2. Contractor shall assume any and all deductibles in the described insurance policies.
3. The contractor's insurer shall have no right of recovery or subrogation against the State and the described insurance shall be primary coverage
4. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the State.
5. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after 30 days prior written notice by certified mail, has been given to the State.
6. "Claims Made" coverage is unacceptable, with the exception of Professional Liability.

**REQUEST FOR PROPOSAL**

UHC-7a Rev. 5/07

Previous Rev. 12/04

**Matthew A Larson**

*Director of Purchasing*

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***STANDARD RFP AND CONTRACT TERMS & CONDITIONS***

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**Certificate of Insurance (Accord Form 25-S or equivalent)**

A Certificate of Insurance shall be received and approved by UHC prior to work commencement. A person authorized by that insurer to sign on its behalf shall sign the certificate.

Certificates of Insurance must provide clear evidence that the contractor's insurance policies contain the minimum limits of coverage, terms and conditions. Additionally, the certificate must include the following:

1. Certificate shall clearly identify the University of Connecticut Health Center, its officers, officials, employees, agents, boards and commissions as **Additional Insured**.
2. Certificate shall clearly indicate project name, project number or some easily identifiable reference to the relationship to the University of Connecticut Health Center.
3. Certificate shall indicate a minimum thirty (30) day endeavor to notify requirement in the event of cancellation or non-renewal of coverage.

**Background Checks**

36. UHC shall conduct background investigations and federal sanctions checks on all contractor employees working on UHC premises shall be subject to UHC Background checks prior to commencement of work. The inquiries into the background of all persons associated with UHC shall comply with federal and state laws.

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**UCHC-7a Rev. 5/07**

Previous Rev. 12/04

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*Asst Director of Purchasing*

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***SPECIAL RFP TERMS & CONDITIONS***

**1. Conformity and Completeness of Proposals:**

To be considered acceptable, proposals must be complete and conform to all RFP instructions and conditions. The University of Connecticut Health Center, at its discretion, may reject in whole or in part any proposal if in its judgment the best interests of the University of Connecticut Health Center will be served.

**2. Stability of Proposed Prices:**

Any price offerings from Proposers must be valid for a period of 180 days from the due date of the proposal.

**3. Amendment or Cancellation:**

The University of Connecticut Health Center reserves the rights to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the University of Connecticut Health Center to do so.

**4. Multiple Award:**

The University of Connecticut Health Center reserves the right to award to multiple vendors.

**5. Proposal Modifications:**

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by the University of Connecticut Health Center. The University of Connecticut Health Center, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

**6. Proposer Presentation of Supporting Evidence:**

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that the University of Connecticut Health Center deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

**7. Erroneous Awards:**

The University of Connecticut Health Center reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the University of Connecticut Health Center shall not constitute a breach of contract on the part of the University of Connecticut Health Center since the contract with the initial proposer is deemed to be void and of no effect as if no contract ever existed between the University of Connecticut Health Center and such proposer.

**8. Proposal Expenses:**

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by the University of Connecticut Health Center.

**9. Ownership of Proposals:**

All proposals shall become the sole property of the University of Connecticut Health Center and will not be returned.

**10. Transfer of Data:**

All data stored in the successful Proposer's files, electronic or hard copy, will be returned to the University of Connecticut Health Center upon the expiration of the contract.

**11. Oral Agreement or Arrangements:**

Any alleged oral agreements or arrangements made by Proposers with University of Connecticut Health Center employees will be disregarded in any University of Connecticut Health Center proposal evaluation or associated award.

**12. Independent Price Determination:**

In the proposals, Proposers must warrant, represent, and certify that the following requirements have been met in connection with this RFP: The costs proposed have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such process with any other organization or with any competitor. Unless otherwise required by law, the costs quoted have not been knowingly disclosed by the proposer on a prior basis directly or indirectly to any other. No attempt has been made, or will be made, by the proposed to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

REQUEST FOR PROPOSAL

UCHC-8 Rev. 5/07  
Previous Rev. 10/03

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Matthew A Larson  
Director of Purchasing

BIDDERS STATEMENT OF QUALIFICATIONS

860-679-2408  
Telephone Number

This form will be used in assessing a bidder's qualifications and to determine if the RFP submitted is from a responsible bidder. Factors such as past performance, integrity of the bidder, conformity to the specifications, etc. will be used in evaluating RFPs. Attach additional sheets if necessary.

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

Number of years company has been engaged in business under this name: \_\_\_\_\_ Years

List other names your company goes by:

1. \_\_\_\_\_ 2. \_\_\_\_\_

List previous company name (s):

1. \_\_\_\_\_ 2. \_\_\_\_\_

Size of Company, Firm, 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

If requested, would your company provide a "Good Standing" certificate issued by the Connecticut Secretary of State?  
 Yes  No

List any relevant certifications, licenses, registrations, etc., which qualify your company to meet the requirements of this RFP:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of Equipment to be used for this service (include model, year, and manufacturer):

<u>Model</u>	<u>Year</u>	<u>Manufacturer</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REQUEST FOR PROPOSAL**

UHC-8 Rev. 5/07  
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List any contract awarded to your company within the last three years relevant to this RFP (Private company or State of Connecticut agency). If applicable, indicate which State agency; provide the contract name and number, and the Purchasing Agent administering the contract below:

Contract No.: \_\_\_\_\_  
Contract Name: \_\_\_\_\_  
State Agency: \_\_\_\_\_  
Purchasing Agent: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Effective Dates: \_\_\_\_\_

Contract No.: \_\_\_\_\_  
Contract Name: \_\_\_\_\_  
State Agency: \_\_\_\_\_  
Purchasing Agent: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Effective Dates: \_\_\_\_\_

Contract No.: \_\_\_\_\_  
Contract Name: \_\_\_\_\_  
State Agency: \_\_\_\_\_  
Purchasing Agent: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Effective Dates: \_\_\_\_\_

Contract No.: \_\_\_\_\_  
Contract Name: \_\_\_\_\_  
State Agency: \_\_\_\_\_  
Purchasing Agent: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Effective Dates: \_\_\_\_\_

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 judgments, 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