Connecticut General Assembly

Procurement Code
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I. PURPOSE

This document establishes the CGA Contracting Standards and Practice Code (Code) which reflects an efficient and consistent process for the procurement of goods and services as required by Section of C.G.S. 4e-12. This procurement code is applicable to all CGA expenditures, including but not limited to, purchasing or leasing of supplies, materials or equipment, consultant or consultant services, personal service agreements and contracts for renovations, alterations or repairs. The JCLM has adopted this Code to avoid any fraud, collusion and/or favoritism in the CGA procurement process.

II. FUNDAMENTALS

A. Statutory Authority
   The CGA statutory procurement authority is based C.G.S. 2-71p through C.G.S. 2-71v and this Code.

B. Applicability
   This Code applies to all partisan and non-partisan offices of the CGA as well as all Commission and Legislative Committees.

C. Noncompliance with Purchasing Statutes and Policies
   Any purchases or contracts entered into without compliance with the purchasing statutes is void. “Any purchase or contract for supplies, materials, equipment or contractual services contrary to the provisions of this section shall be void and of no effect.” 1

III. UNDERSTANDING THE PROCUREMENT NEED

Procurement Staff must make every effort to completely understand the procurement needs of the Project Owner/Requisitioner and may utilize the following the methodology outlined in this section to do so.

A. Requisition
   A Requisitioner should submit the requisition with as much information as possible for all purchases of goods or services (except for P Card purchases). The submission of a requisition by an Office or Commission begins the procurement process. The requisition is then routed to their supervisor for approval. Requisitions over $10,000 are also routed to the Financial Administrator (or their designee) for approval. Procurement Staff will follow up with the Project Owner to request the information that is missing from any requisitions. Procurement will not begin until the Project

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1 C.G.S. §2-71p(i)
Owner provides complete information in the requisition.

Procurement staff should utilize the “Procurement Information Checklist” to communicate these requirements to the project owners. (Attachment 1) Contracting staff should enter Requisitions for renewals of ongoing services.

Requisitions should include the following information:
- Begin and end date of the project, if applicable and the dates are known;
- **Estimated** expenditure value. (> $20,000? > $50,000? Or > $500,000?);
- Account coding for funding (if known);
- Detailed specifications for the good or service (Can be attachment to Requisition);
- Project deliverables;
- Timelines for completion of deliverables;
- Payment methodology (Hourly, upon completion of milestones, lump sum);
- Contact Person for approval of invoices;
- Name and Contact Information of prospective contractors;
- List of Evaluation Criteria and percentage weights for those criteria; and
- List of Evaluation Committee members.

**B. Investigating the Procurement Need**

Procurement staff should analyze the procurement need upon receipt of the requisition and discuss with the Project Owner if appropriate. Topics may include the following:

1) Roles/Responsibilities  
2) Procurement Need, details of the Requisition  
3) Evaluation Committee Team  
4) Magnitude of Cost  
5) Potential Vendors  
6) Utilize RFI?  
7) Develop Solicitation Strategy (Use RFQ, RFP or RFB?)  
8) Contract Type (Fixed price; Time/Materials or per Deliverable?)  
9) Payment Methodology  
10) Deliverables, Performance Milestones  
11) Who will track work

**C. Conducting Market Research**

Providing information about the CGA procurement needs could give some vendors a competitive advantage and disqualify them from participating in the procurement. Procurement Staff and Project Owners may educate themselves by gathering information on the goods and services in the industry, but must exercise extreme caution to avoid disqualification of vendors. Procurement Staff and Project Owners are prohibited from providing detail about the CGA procurement needs. If a vendor
assists in the preparation of the specifications, they can also be disqualified from submitting a proposal in response to that solicitation. The methods below provide opportunities for Procurement Staff to just “kick the tires” and understand what goods/services are available. The Procurement Staff person assigned to each procurement will be the sole point of contact with vendors. Procurement Staff and Project Owners should utilize the following recommended methods of gathering information.

1) Demonstrations
   Procurement Staff may invite vendors to make presentations and answer questions about the attributes of their product/service or their capabilities. Demonstrations should be a one-way conversation. Procurement Staff and Project Owners are prohibited from providing any detail regarding the procurement needs of the CGA. If an Evaluation Committee will be utilized to recommend a vendor award selection, all members of the Evaluation Committee must attend all demonstrations.

2) Other Agencies
   Procurement Staff and Project Owners are encouraged to discuss products, services or vendor capabilities with other Connecticut Agencies, Agencies from other states, Federal agencies, or municipalities. Procurement Staff should also review other similar state contracts for procurement strategies and pricing methodologies.

3) GSA Advantage
   GSA Advantage is a federal government online ordering system. This allows the Procurement Staff and Project Owners to research pricing and product availability that are posted online.

4) GSA Ebuy
   GSA Ebuy is a Federal government website this is the equivalent of the State of Connecticut portal website. Procurement Staff may post RFIs on this website in addition to the State of Connecticut portal website to reach a broader audience.

5) Internet
   Procurement staff and project owners may engage in research regarding products, services or vendor capability on the internet.

6) Request for Information
   A Request For Information (RFI) can be issued before an RFP to gather information about available goods and/or services and capabilities of vendors for planning purposes. An RFI allows Procurement Staff and Project Owners to gain insight into the suppliers and/or solutions that are available
to better define the CGA business need. RFIs are drafted by the Procurement Staff in conjunction with the Project Owner.

Responses to the RFI will not be returned to the respondents and will not be accepted to form a binding contract. Responses are submitted in writing which then may be followed-up with a demonstration if requested by the CGA. These demonstrations should be handled as described above.

IV. PROCUREMENT RULES FOR GOODS AND CONTRACTUAL SERVICES

A. Good and Contractual Services Defined
Goods are defined as "supplies", "materials" and "equipment" that mean any and all articles of personal property furnished to or used by the Legislative Department, including all printing, binding, publication of laws, stationery, forms and reports. Contractual Services are defined to mean “any and all laundry and cleaning service, pest control service, janitorial service, security service, the rental and repair, or maintenance, of equipment, machinery and other state-owned personal property, advertising and photostating, mimeographing, data entry, data processing and other similar service arrangements where the services are provided by persons other than state employees;”

B. Purchases up to $2,500 per contract year (De Minimis Exception)
A non-repetitive purchase of a good and/or contractual service under $2,500 per contract year may be made without obtaining competitive pricing for the item or service. This procurement will be handled by Purchasing staff. A contract is not required, however, the purchasing group may prepare contracts for this type of procurement at the discretion of the Project Owner.

The CGA may waive the requirement of competitive bidding or competitive negotiation in the case of minor nonrecurring and emergency purchases of ten thousand dollars or less in amount.

C. Purchases over $2,500 but less than $10,000
Purchases greater than $2,500 but less than $10,000 shall be based upon, when possible, at least three written Quotations, from responsible and qualified sources of supply. This procurement will be handled by Purchasing staff. A Request for Quote (RFQ) may be utilized to obtain quotations. All purchases or sales of ten thousand dollars or less in amount shall be made in the open market, but shall be based, when possible, on at least three competitive quotations.

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2 C.G.S. § 2-71p(a)
3 C.G.S. § 2-71p(a)
4 C.G.S. § 2-71p(c)
5 C.G.S. § 2-71p(b)(1)
D. **Purchases over $10,000 but less than $50,000**

Purchases greater than $10,000 but less than $50,000 shall be based upon, when possible, at least three written Proposals from responsible and qualified sources of supply. A Request for Proposal (RFP) would be utilized to obtain proposals. Contracting Staff will be assigned to this procurement.

E. **Purchases greater than $50,000**

Purchases greater than $50,000, shall be based upon, when possible, at least three written Proposals from responsible and qualified sources. A Request for Proposal (RFP) would be utilized to obtain proposals. Contracting Staff will be assigned to this procurement.

- RFPs shall be published on the State Contracting Portal for a period of not less than 30 calendar days.
- Legal advertisements are required.
- RFPs shall be submitted through the mail and shall be kept sealed or secured until opened all at once by the Contracting group subsequent to the proposal due date.
- Procurements over $50,000 are always handled by the Contracting group and shall result in a contract executed by the vendor and the CGA.

All purchases of, and contracts for, supplies, materials, equipment and contractual services required by the Legislative Department... shall be based, **when possible**, on competitive bids or competitive negotiation. ...The committee shall solicit competitive bids or proposals by sending notices to prospective suppliers and by posting notice on a public bulletin board in a building under the supervision and control of the Joint Committee on Legislative Management. Each bid and proposal shall be kept sealed or secured until opened publicly at the time stated in the notice soliciting such bid. If the amount of the expenditure or sale is estimated to exceed fifty thousand dollars, competitive bids or proposals shall be solicited by public notice, inserted at least once in not fewer than three daily newspapers published in the state, and at least five calendar days before the final date for submitting bids.  

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6 C.G.S. §2-71p(b)(1)
F. Purchases greater than $500,000 and are Public Works Projects (Construction Projects).

A procurement of goods and contractual services that exceed $500,000 and are considered public works (construction) projects shall be procured through a Request for Bid (RFB).\(^7\) Please see Preparation of a Bid White Paper for specific details on drafting a RFB.

- RFBs shall be published on the State Contracting Portal for a period of not less than 30 days.
- Legal advertisements are required.
- RFBs shall be submitted through the mail and shall be kept sealed or secured until opened all at once by the Contracting group subsequent to the proposal due date.
- RFBs are always handled by the Contracting group.

G. Non-Competitive Purchases

Non-Competitive Purchases may be made without obtaining quotations or bids for the following items only:

- Employee training or certification (i.e., local seminars and/or professional designation/certification type training or workshops),
- Rental of conference and/or hotel facilities,
- Publications,
- Subscriptions (including electronic subscriptions),
- Advertising,
- Dues,
- Fees,
- Certain public utility services (electric generation services, electric distribution services; water services, and natural gas distribution services);
- Cable and satellite television equipment and services;
- Postage,
- Licenses (excluding software licenses),
- eyeglasses, dentures, hearing aids and hearing aid supplies, transportation of persons and freight, prosthetics,
- Media,
- Rehabilitation technology and placement equipment;
- Donations to charitable organizations and scholarship funds;
- Gift cards;
- Sponsorships,
- Exhibit space and booths at trade-shows/conventions or other events;

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\(^7\) C.G.S. §4b-91(a)(2)
- Hiring of guest speakers (i.e., notable persons or personalities) for conferences and/or other events;
- Payments of parking fees for parking validations;
- Reimbursements to educational institutions (i.e., regional education service centers) for training, professional development and program evaluation services required by the Department of Education; and
- No annual limits or restrictions are established.

Although not controlling, this list is based on Department of Administrative Services General Letter (GL) 71 that is controlling for the Executive Branch but persuasive for the Legislative Branch.

H. Emergency Repairs and Purchases non-recurring and under $10,000 per fiscal year.

Emergency repairs and emergency purchases which are non-recurring and cost up to $10,000.00 may be made without obtaining quotations or bids. However, the Project Owner must first submit a written justification of the emergency for approval to the Executive Director of Joint Committee on Legislative Management prior to any emergency procurement being made.

The CGA may waive the requirement of competitive bidding or competitive negotiation in the case of minor nonrecurring and emergency purchases of ten thousand dollars or less in amount.  

Whenever an emergency exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions, the committee may, if it is for the best interest of the state, waive the requirement that purchases be based on competitive bids or competitive negotiation as provided in this section.

V. PROCUREMENT RULES FOR PURCHASES OF PERSONAL SERVICES

A. Personal Services Defined

Personal Service Vendor is defined as “any person, firm or corporation not employed by the state, who is hired by the committee for a fee to provide services to the General Assembly. The term "personal service contractor" does not include (A) a person, firm or corporation providing "contractual services", as defined in section 2-71p, to the committee, (B) a "design professional", as defined in section 2-71q, or (C) an agency of the federal government, of the state

8 C.G.S. §2-71p (c)
9 C.G.S. §2-71p (d)
or of a political subdivision of the state.”

A Personal Service Agreement is defined as “a written agreement defining the services or end product to be delivered by a personal service contractor to the committee.” Typically, a PSA is used to purchase infrequent and non-routine services or end products, such as consulting services, technical assistance, and training.”

B. Procurement of Personal Services up to $2,500 per contract year (De Minimis Exception)

A non-repetitive purchase of a personal service under $2,500 per contract year may be made without obtaining competitive pricing for the personal service. This procurement will be handled by Purchasing staff. A contract is not required, however, the purchasing group may prepare contracts for this type of procurement at the discretion of the Project Owner.

C. Purchase over $2,500 but less than $20,000 per fiscal year and a term of less than one year

Purchases greater than $2,500 but less than $20,000 per year and a term of less than one year shall be based upon, when possible, at least three written Proposals from responsible and qualified sources of supply. This procurement will be handled by Contracting staff. The CGA shall not hire a personal service contractor without executing a personal service agreement with such contractor. Personal service procurements require a contract.

D. Procurement over $20,000 and a term of greater than one fiscal year

Purchases greater than $20,000 per year and a term of greater than one year shall be based on competitive negotiation or competitive quotations, unless the committee waives such requirements based on its determination that a sole source is required. Personal service procurements require a contract.

Each personal service agreement having a cost of more than twenty thousand dollars or a term of more than one year shall be based on competitive negotiation or competitive quotations, unless the committee waives such

10 C.G.S. §2-71t (a) (3)
11 C.G.S. §2-71t (a) (4)
13 C.G.S. § 2-71t(c)(1)
14 C.G.S. §2-71t(b)
15 C.G.S. §2-71t(c)(2)
E. **Elements to consider when issuing an RFP or entering into personal services agreement.**

The CGA shall consider the following factors with the Project Owner prior to determining whether to enter into a Contract with a personal service contractor for a contract having a cost of more than twenty thousand dollars or a term of more than one year:

- A description of the services to be purchased and the need for such services;
- An estimate of the cost of the services and the term of the agreement;
- Whether the services are to be ongoing;
- Whether the committee has contracted out for such services during the preceding two years and, if so, the name of the contractor, term of the agreement with such contractor and the amount paid to the contractor; and
- Whether the committee intends to purchase the services by competitive negotiation and, if not, the reason why. 17

VI. **WAIVER OF COMPETITIVE PROCUREMENT**

A Project Owner may submit a waiver to circumvent competitive procurement in accordance with the following guidelines.

A. **WHY submit a waiver letter?**

The Project Owner may submit a waiver letter to forego competitive procurement requirements (i.e. Request for Proposal) and enter into a contract for goods or services with a specific vendor directly. The Project Owner must establish either that:

(a) it is “not possible” to obtain competitive pricing for purchases of, and contracts for, supplies, materials, equipment and contractual services 18;

(b) the vendor anticipated to provide the personal services is a “sole source” 19.

OR

(c) An “emergency” exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against. 20

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16 C.G.S. § 2-71t (c)(2)
17 C.G.S. §2-71t(d)
18 C.G.S. 2-71p
19 C.G.S. 2-71t
20 C.G.S. 2-71p
B. **HOW to write a "NOT POSSIBLE " waiver letter pursuant to Conn. Gen. Stat. 2-71p?**

The Project Owner may submit a “NOT POSSIBLE” waiver letter when it is the opinion of the Project Owner that it is not possible to obtain competitive pricing for purchases of, and contracts for, supplies, materials, equipment and contractual services.

The Project Owner needs to clearly state what products or services they would like to contract for, with whom they would like to contract, for how much compensation and for how long. The Project Owner must also establish in the letter why it is not possible to obtain competitive pricing for purchases of, and contracts for, supplies, materials, equipment and contractual services.

C. **HOW to write a "SOLE SOURCE " waiver letter pursuant to Conn. Gen. Stat. 2-71t?**

The Project Owner may submit a “SOLE SOURCE” waiver letter when it is the opinion of the Project Owner that the vendor anticipated to provide the personal services is a “sole source.”

The Project Owner needs to clearly state what personal services they would like to contract for, with whom they would like to contract, for how much compensation and for what duration. The Project Owner must also establish in the letter that the vendor they are requesting to contact with is a Sole Source provider of these services. The Project Owner should provide specific reasons why the vendor is the only vendor that is able to provide these services in accordance with the following guidelines:

The qualifying services shall include, but not be limited to, (A) services for which the cost to the state of a competitive selection procedure would outweigh the benefits of such procedure, as documented by the committee, (B) proprietary services, (C) services to be provided by a contractor mandated by the general statutes or a public or special act, (D) emergency services, including services needed for the protection of life or health and (E) services that in the committee’s judgment are for unique purposes or require specially skilled services; may be provided on a one-time or recurring basis; and may not be for “contractual services” as defined in section 2-71p, a “design professional” as defined in section 2-71q, or for services provided by an agency of the federal government, the state, or a political subdivision of the state.

D. **HOW to write an "EMERGENCY " waiver letter pursuant to Conn. Gen. Stat. 2-71t?**

The Project Owner may submit an “EMERGENCY” waiver letter when an emergency exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against.

The Project Owner needs to clearly state what products or services they would like to contract for, with whom they would like to contract, for how much compensation and
for how long. The Project Owner must also establish in the letter why this procurement should be considered an emergency and what the circumstances are that led to the emergency that could not have been avoided. The Project Owner needs to establish that this is an actual emergency and not merely urgent a result of a lack of planning.

E. **To WHOM should the waiver letter be addressed?**

The Project Owner shall submit all waiver letters directly to the Executive Director of JCLM prior to contacting any vendors.

F. **WHEN can I contact a vendor?**

*Never.* A Project Owners are prohibited from contacting vendors directly. Procurement Staff will contact vendors upon approval of a Waiver letter. Waiver letters must be submitted to and approved by the Executive Director prior to contact with vendors.

G. **Is there a specific form that I should utilize when writing the “NOT POSSIBLE,” a “SOLE SOURCE” waiver letter or an “EMERGENCY” waiver letter?**

No, just a standard memo format that addresses the justifications listed is acceptable.

VII. **PROCUREMENTS USING PURCHASING CARDS (P-Card)**

The P-Card program is a credit card program co-sponsored by the Department of Administrative Services and the Office of the State Comptroller. The P-Card is a MasterCard issued by JPMorgan Chase. It works just like a personal credit card with custom designed features and built in controls to meet the specific needs of the cardholder’s agency.

Depending on the value and the nature of the procurement, the purchasing group might recommend to the Project Owner that the goods/services be procured through the use of a P-Card. This approach requires no involvement by the purchasing or the contract group to finalize the purchase. The Project Owner uses the P-Card to make the purchase entirely on their own and then submits their credit card statement and support at the end of the month for the Purchasing group to reconcile.

The Office of Legislative Management on behalf of the State of Connecticut has the authority to issue P-cards. The following guidelines, specific to JCLM, must be strictly adhered to by the Project Owner in order to maintain a state credit card.

A. **Work rules**

All travel must be preauthorized and recorded by the OLM travel coordinator. OLM contracts with Sanditz travel. P-Cards should not be used for travel. Only the authorized card holder may use the card. All Credit Card receipts along with
a monthly reconciliation must be submitted to OLM prior to the monthly cut-off date. Purchases should be for non-recurring goods/services valued at less than $2,500, except for contracted food purchases.

B. Restricted purchases
A P-Card cannot be used for the following restricted purchases: Cash advances, Personal items; Alcohol / Taverns; Travel; Gifts/Donations; Utility payments; Gasoline for state owned vehicles. SCPD may be issued separate cards for gasoline.

C. Tax Exemption
The OLM is exempt from paying state sales tax because it is a state agency. The tax exempt number is located on the bottom of the P-card. It is the responsibility of the cardholder to inform the merchant of sales tax exemption, and pursue credit for any sales taxes applied to purchases. CERT 134 is available upon request from the LBD.

D. Disputed Charges
Cardholders should contact MasterCard directly when there is a disputed charge. If the dispute is not resolved upon submission of the monthly statement enter “Dispute.” File this claim with the JPMorgan Chase Disputes Team @1-888-297-0768. Waivers for contracted food purchase can be obtained by requesting OLM to submit the request to DRS.

E. Reporting Requirements
An online system (Smart Data – SDG2) is available to monitor purchases, review transactions and approve transactions. All cardholders have access to login to SDG2 to review and update transactions. The following tasks associated with SDG2 are required for credit card holders.

- Cardholders must enter descriptions of purchases into the SDG2 system on a timely basis.
- Cardholders must mark transactions as reviewed on the SDG2 system.
- Cardholders should review the following Office of the State Comptroller and Department of Administrative Services (DAS) P-card guidelines.

1. State of Connecticut Credit Card Use Policy

2. P-Card Cardholder work rules
VIII. Cooperative Purchasing Strategies

The CGA has the statutory authority to utilize cooperative purchasing strategies such as cooperative purchasing arrangements or piggyback onto other existing contracts in lieu of traditional competitive procurements.

Cooperative Purchasing is defined as “a procurement conducted by, or on behalf of, one or more Public Procurement Units. The legal central procurement agency often will collect an administrative fee to recover the costs of administering the cooperative procurement program. The cooperative procurement will follow competitive procurement rules and standards.

Piggybacking is defined as “a form of intergovernmental cooperative purchasing in which an entity will extend the pricing and terms of a contract entered into by a larger entity. Piggybacking permits public entities to purchase off the contract awarded by another public entity, although the solicitation and resulting contract may not have specifically identified that purchasing entity as a specific buyer under the contract.”

The potential advantages of using cooperative purchasing strategies are superior pricing and expediency. Procurement staff must review all procurement needs closely to determine if the required goods/services are already available using any of the following cooperative purchasing strategies.

A. Cooperative Purchasing
   (a) WSCA/NASPO Value Point

WSCA/NASPO Value Point cooperative contracts seek to increase purchasing quantities for items to obtain preferred pricing. This process uses a "lead state" model to carefully ensure open, competitive cooperative contracts. The lead state owns and manages the contract. All contracts have been awarded by a competitive solicitation process, usually an RFP, to all contracted vendors in compliance with the lead state's statutory requirements. Use of this strategy allows OLM to purchase items from these existing contracts.

http://www.naspovaluepoint.org/#/current-contracts/search#pagetop

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21 C.G.S.§2-71v
22 C.G.S.§2-71v(a)
23 C.G.S.§2-71v(b)
24 Section 10-101(1) of the Model Procurement Code for State and Local Governments
25 State and Local Government Procurement: A Practical Guide. P. 171
26 National Institute of Governmental Purchasing’s Public Procurement Dictionary of Terms and State and Local Government Procurement: A Practical Guide. P. 175
(b) State Contracts
The JCLM can purchase goods and/or service using the terms and
conditions from the existing state contracts available through the
Department of Administrative Services allow for use. The JCLM can utilize
state contracts when goods and services needed are covered under an

B. Piggybacking
(a) GSA Schedules
Long-term government wide contracts with commercial firms to provide
access to millions of commercial products and services at volume
discount pricing. Would piggyback onto the agreement between the
Federal Government and the Vendor. Need to negotiate own Statement
of Work and Contract. www.gsa.gov/schedules. Browse the SINs to
determine what is available for services. Better for larger projects and
consulting needs.

(b) GSA Advantage
Long-term government wide contracts with commercial firms to provide
access to millions of commercial products and services at volume
discount pricing. Order through the online shopping and ordering system.
www.gsaadvantage.gov. Purchase Products online. Good use for Price
Estimates and Quick Purchases of items

(c) GSA EBuy
Is an electronic RFQ/RFP system designed to allow government buyers to
request information, find sources, and prepare RFQs/RFPs online for
millions of services and products offered through GSA’s Multiple Award
Schedule (MAS) and GSA Technology Contracts. www.ebuy.gsa.gov/advantage/ebuy/. Can obtain competitive pricing
through the use of RFP.

IX. COMPETITIVE PROCUREMENT PROCESS
A. Choice of Competitive Procurement Methods
Once it is determined that competitive procurement is necessary, procurement
staff will determine which procurement method is most appropriate in
accordance with the guidelines outlined in the Legislative Procurement
Guidelines Reference included in Attachment 2.

1. Request for Quotation (RFQ)
An RFQ is prepared and administered by the Purchasing Group for a
procurement less than $10,000. An RFQ would also be used by the Purchasing
Group for (a) a commodity-only procurement greater than $10,000; or (b) a copier lease greater than $10,000. The following guidelines apply to the use of an RFQ:

- DAS portal posting of the RFQ is recommended for a minimum of 10 calendar days, but not required;
- Legal advertisements about an RFQ should not be posted, unless procurement staff decide it is necessary;
- Quotations must be submitted in a sealed envelope and sent to the via any major mail carrier including USPS, Fed Ex or UPS or via email.
- Quotations must be kept sealed or secured until opened all at once by staff subsequent to the proposal due date in accordance with the Competitive Sealed Quotations/Proposal guidelines; and
- A question and answer period is recommended, but not required; and
- RFQ procurements greater than $2,500 may require a contract.

2. Request for Proposal (RFP)
An RFP is prepared and administered by the Contracting Group for procurements over $10,000 that involve services and any procurements greater than $50,000. The following guidelines apply to the use of an RFP:

- Question and Answer period is required;
- Legal Advertisements should be posted in three newspapers if over $50,000;
- DAS portal posting of the RFP is strongly required for a minimum of 30 calendar days (An RFP can be posted for fewer days with the approval of the Contract Group Supervisor);
- Proposals must be submitted in a sealed envelope and sent to the via any major mail carrier including USPS, Fed Ex or UPS;
- Proposals shall be identified with the RFP Title on the outside of the shipping box or envelope; and
- Proposals shall remain sealed until opened all at once by Procurement staff subsequent to the proposal due date/time. Proposals shall not be opened publicly because this could undermine subsequent contract negotiations with the awarded respondent and would violate Freedom of Information (FOI) laws.27

3. Request for Bid (RFB)
An RFB is a solicitation for goods and contractual services that exceed $500,000 and are considered public works projects. A “Public Works Project” is defined as the construction, reconstruction, alteration, remodeling, repair or demolition of any public building or any other public works by a public entity.28 The following guidelines apply to the use of an RFB:

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27 C.G.S 1-210(b)(24)
28 C.G.S. 31-56(a)(3)
a. Follow all rules that apply to procurements greater than $50,000 in section II(A)(2); and

b. Procurement Staff shall open the bids on the bid due date in a public forum. The Base Bid for each Bid submitted shall be read aloud publicly, however, the remainder of the contents of the bid shall remain confidential because this could undermine the contract negotiations that will need to occur with the awarded respondent.

B. Rejection of Request for Solicitation (RFS) Responses
A Request for Solicitation is a general term that includes all types of procurements including RFQ, RFP and RFB. Procurement Staff shall reject proposal responses submitted past the deadline stated in the RFS. RFS Responses can be submitted any time before the deadline and the CGA front office shall affix a date/time stamp on the response as soon as it is received. The official submittal date/time recorded for each quote, proposal or bid shall be based on the date/time stamped on the document. Procurement staff shall not deviate from this rule, unless they have written approval from the Contract Group Manager. Procurement staff may also reject all bids or proposals if it is in the best interest of the state. 29

C. Review of Solicitation Responses
Upon receipt, the Procurement Staff will review the responses to determine if those received are complete submissions and contain everything requested in the RFS. The Procurement Staff will complete an:

- Administrative Analysis which lists what was submitted, where it is located in the RFP and any missing information. This Analysis assists the project owner when reviewing the responses submitted; and

- The Cover Letter reflecting the results of their review; any missing information, any contractor exceptions to the terms and conditions or specifications in the RFS.

- Utilize standard templates for the administrative analysis and the cover letter to ensure consistent analysis by all Procurement Staff; and

- Submit the Administrative Analysis and cover letter to the Contract Manager for approval.

- Forward a copy of the Administrative Analysis and cover letter along with copies of all complete quotations/proposals to the Project Owner.

D. Evaluation Committee
The Project Owner has discretion to evaluate the proposals with or without an evaluation committee. If the Project Owner decides to utilize an Evaluation Committee (Committee), the Project Owner acts at the Evaluation Committee Chairperson (Committee Chairperson).

29 C.G.S. 2-71p(h)
The Committee is comprised of a Committee Chair who can appoint Committee members at their discretion. The Committee is charged with (1) evaluating the quotations/proposals received in accordance with the Evaluation Criteria set out in the RFQ/RFP document, (2) reaching a consensus and (3) submitting a contract award recommendation memo to the Financial Administrator for approval. Legislative Procurement staff may invite Management contractors to serve as members of the Evaluation Committee.

For additional information, please refer to the Evaluation Committee Chairperson Information Sheet included in Attachment 3 and the Evaluation Committee Member Information Sheet included in Attachment 4 for additional details.

E. Personal Policies Subcommittee (PPS) Approval
Procurement staff is required to obtain PPS approval for any contract greater than $50,000.

Procurement staff will draft a letter to the Legislative Leaders requesting this approval and send it to the Financial Administrator for final approval who will submit it to the Legislative Leaders for approval. The Procurement Staff must obtain concurrence of two-thirds (2/3) of the members present and/or voting, provided that such concurrence shall include the affirmative vote of at least one (1) member of the minority party.

F. Contract Award
Once the Project Owner has submitted an Award Recommendation and Personal Policies Subcommittee approval has been received (if applicable), the Procurement Staff will draft the contract in cooperation with the Project Owner. Once the contract is fully executed, the purchase order will be issued. Work shall not begin until the purchase order is issued to the vendor. Procurement Staff will also handle all contract negotiations and any performance issues throughout the term of the contract.

X. PROCUREMENT ETHICS

A. Conflicts of Interest
A public official or Procurement Staff person must abstain from taking official action on the matter that presents a conflict for them, his or her immediate family, or any associated business. All Procurement Staff shall report any conflicts of interest the types which are outlined below:

1. “Substantial” Conflict of Interest
A “substantial” conflict of interest is defined as follows:
 Exists if a public official or state employee has reason to believe or expect that he or she, his or her spouse, a dependent child, or a business with which he or she is associated will derive a direct monetary gain or suffer a direct monetary loss by virtue of his or her official activity.

“Business with which...associated” is defined to include any entity through which business for profit or not for profit is conducted in which the public official or state employee, or a member of his or her immediate family, is a director, officer, or holder of significant ownership interest. Unpaid service as an officer or director of a non-profit entity is exempted from the definition of “Business with which...associated.”

Does not exist if any benefit or detriment accrues to any such person as a member of a profession, occupation or group to no greater extent than any other member of such profession, occupation or group.

2. “Potential” Conflict of Interest

A “potential” conflict of interest is defined as follows:

- Exists if a public official or Procurement Staff member, in the discharge of his or her official state duties, would be required to take an action that would affect his or her financial interest, or the financial interest of his or her spouse, parent, brother, sister, child, spouse of the child, or a business with which the official or employee is associated.
- There is no requirement that the financial impact be direct or that it affect the individual differently from other members of his or her profession, occupation, or group.
- There still must be a reasonable expectation on the part of the Procurement Staff member or public official that there will be some financial impact based on his or her actions.
- A “potential” conflict of interest does not exist if the financial interest is “de minimus” (under $100) or if the interest is not distinct from that of a substantial segment of the general public (e.g., all taxpayers).

B. Reporting of Ethics Violations

Any state agency head or deputy or person in charge of state agency

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30 Office of State Ethics “Public Officials and State Employees Guide to the Code of Ethics”
32 Office of State Ethics “Public Officials and State Employees Guide to the Code of Ethics”
33 C.G.S. §1-86
procurement, contracting or human resources, who has reasonable case to believe that a person has violated the provisions of the Code of Ethics of Public officials set forth in part 1 of General Statutes § 101pp or any law or regulation concerning ethics in state contracting shall report such belief to the Office of State Ethics, which may further report such information of the Auditors of Public Accounts, the Chief State’s Attorney or the Attorney General.  

XI. COMMUNICATION WITH VENDORS

A Procurement Staff member will be designated to manage the transmittal of information for each procurement. All other CGA staff are prohibited from discussing procurement information with anyone but the assigned Procurement Staff member. The designated Procurement Staff member will maintain the integrity of the procurement process by documenting all information shared with vendors and ensuring that information is provided to all vendors at the same time.

If information regarding future procurements is shared with some vendors and not others, some vendors would receive a competitive advantage over other vendors and could be disqualified and/or the contact award could be challenged.

The Supreme Court of Connecticut has held that only “where fraud, corruption or favoritism has influenced the conduct of the bidding officials or when the very object and integrity of the competitive bidding process is defeated by the conduct of municipal officials,” does an unsuccessful bidder have standing to challenge the award. (Spiniello Construction Co. v. Manchester, 189 Conn. 539, 456 A.2d 1199 (1983), Id., at 544, 456 A.2d 1199.) Inappropriate sharing of information with the vendor community may violate or appear to violate the standard of “fraud, collusion and favoritism” upon which all procurements are judged.

Prohibited Communication with vendors includes:

a. Information shared with some but not all vendors;

b. Information that is not publicly documented or available; and

c. Information that provides any insight into the procurement needs of the CGA.

See the DAS Guidance Publication, “Communications With Vendors” included in Attachment 5.

34 C.G.S. § 1-101pp
XII. BEST PRACTICES

A. Understanding the Business Need
Procurement staff should fully understand the business needs of the Project Owner before drafting the RFS. Procurement staff should discuss the details of the requisition with the Project Owner as well as any other stakeholders with an interest in the procurement before drafting the RFS. Procurement staff should also conduct research to develop working knowledge of the business need by:

- Researching potential providers of goods/services;
- Researching the industry for the goods/services; and
- Looking for sample RFS or contracts.

B. Lead Time
A competitive procurement will typically take up to ninety (90) days from the date the requisition is submitted (assuming it includes all the required information) until the contract is awarded. This duration can be broken down into three parts: (a) RFP development, (b) RFP process, (c) proposal evaluation and contract negotiation.

C. Length of Procurement
A non-mandatory pre-bid meeting is typically held a week after the RFS is published and questions are usually submitted up to two days from the date of the non-mandatory pre bid meeting. The answers to questions are then published on the DAS Portal to all vendors up to three days from the date the questions were due. Quotes, Bids or Proposals are usually due four weeks after the RFS is published.

D. Option to Extend
The contract term for all contracts should include an option to extend the term of the contract. The option to extend should be no longer than the original term of the contract. When Procurement Staff exercises the option to extend, they should either do so for the entire term of the allowable extension or extend and preserve the remainder of the allowable extension term. The Project Owner and the contractor must mutually agree to the extension.

E. Restrictions on Contract Extensions
The CGA may extend a contract beyond the contract term (including the option to extend) for the purchase of supplies, materials, equipment or contractual services without complying with competitive bidding requirements. However, the CGA must do so in accordance with the following requirements:

“(1) the committee makes a written determination, supported by documentation, that

(A) soliciting competitive bids for such purchase would cause a hardship for the state;
(B) such solicitation would result in a major increase in the cost of such supplies, materials, equipment or contractual services; OR
(C) the contractor is the sole source for such supplies, materials, equipment or contractual services,

(2) the committee solicits at least three competitive quotations in addition to the contractor's quotation AND
(3) the committee makes a written determination that no such competitive quotation which complies with the existing specifications for the contract is lower than or equal to the contractor's quotation. Any such contract extension shall be based on the contractor's quotation. No contract may be extended more than two times under this section.\(^{35}\)

F. Extension \(^{36}\)
The CGA may extend a personal service agreement as defined in section C.G.S 2-71t, or a contract based on competitive negotiation as defined in C.G.S. 2-71p, without complying with the requirements of said sections, if the committee finds that an extension is in the best interests of the state. Such finding shall be based on a written determination that:

“(1) Issuing a request for proposals would cause a hardship for the state;
(2) issuing a request for proposals would result in a major increase in the cost of such service;
(3) the contractor is the sole source for such service;
(4) the expiring contract is for a specific project, rather than an ongoing need for a service, which is still in progress; or
(5) the expiring contract is for no more than three years and a change in contractors would entail substantial cost or disruption.”

No agreement or contract may be extended more than one time under this section.

The extension must require a minimum wage of at least (1) fifteen dollars per hour, or (2) if applicable, the amount required to be paid under subsection (b) of section 31-57f, whichever is greater in accordance with C.G.S 2-71u.

G. Set-Aside Projects
The CGA is required to set-aside 25% of the total value of all contracts let in a fiscal year to small businesses and 25% of this set aside total value shall be reserved for award to minority business enterprises. \(^{37}\)

\(^{35}\) C.G.S. § 2-71s
\(^{36}\) C.G.S. § 2-71u
\(^{37}\) C.G.S. § 4a-60g(b)(2)
A list of small and minority registered business can be found at the following website: http://www.biznet.ct.gov/SDSearch/SDSearch.aspx

H. Void Purchases
Any procurement conducted in a manner contrary to the provisions of C.G.S. 2-71p, C.G.S. 2-71t or the written procurement policies contained in this document are void. Additionally services shall not be rendered or goods provided until a signed purchase order is received by the vendor. 38

I. Alternative Responses
Procurement staff should direct vendors to respond to the RFS as is and then allow them to submit any alternative responses as well. Following this practice ensures that the vendor will at least be considered for the proposal submitted even if the alternate proposal is not considered as a viable alternative.

J. Advertising
Vendors may list the CGA as a reference. When answering a reference check, Procurement Staff may only confirm that the CGA has contracted for these goods or services with the vendor in question. Procurement Staff should not provide any judgement with regard to the performance of the vendor. No vendor will be allowed to use the CGA for advertising or promotional purposes without prior written permission from the Executive Director of the JCLM. Permission is not often granted.

K. Unsolicited Proposals
The CGA may receive and review unsolicited proposals, but should immediately alert the vendor in writing that the proposal will be reviewed for informational purposes only. Information found in unsolicited proposals can help CGA Procurement Staff keep up to date with industry trends and familiarize themselves with new vendors to state contracts.

Vendors might also offer to provide an unsolicited presentation and/or demonstration to introduce the CGA to their product. While not prohibited, the CGA procurement staff should be very careful when having discussions with just one vendor prior to issuance of any RFI which would invite a broader range of vendors to provide information rather than just one. A decision to meet with only one vendor could invite the appearance of one vendor being favored over the others.

Legislative staff and Project Owners must immediately notify Procurement staff of receipt of any unsolicited offers for proposals or demonstrations.

38 C.G.S. § 4-33a
L. **Standard Nomenclature**

Procurement staff should utilize the following nomenclature system when naming contracts:

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Description of Nomenclature</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JCLM</strong>&lt;sub&gt;YR&lt;/sub&gt;&lt;sub&gt;REG&lt;/sub&gt;&lt;sub&gt;00XX&lt;/sub&gt;</td>
<td>The JCLM and REG indicate that this is a contract for goods/contractual services, handled by the Contracting Group.</td>
</tr>
<tr>
<td><strong>JCLM</strong>&lt;sub&gt;YR&lt;/sub&gt;&lt;sub&gt;PSA&lt;/sub&gt;&lt;sub&gt;00XX&lt;/sub&gt;</td>
<td>The JCLM and PSA indicate that this is a contract for personal services handled by the Contracting Group.</td>
</tr>
<tr>
<td><strong>ITS</strong>&lt;sub&gt;YR&lt;/sub&gt;&lt;sub&gt;00XX&lt;/sub&gt;</td>
<td>The ITS indicates this contract is a purchase order only, handled by the Purchasing Group, for goods/services for Department of Information Technology.</td>
</tr>
<tr>
<td><strong>STATE</strong>&lt;sub&gt;YR&lt;/sub&gt;&lt;sub&gt;PSX&lt;/sub&gt;&lt;sub&gt;00XX&lt;/sub&gt;</td>
<td>The STATE and PSX indicate that this is a purchase made in accordance with a State Contract and only a purchase order was required. These types of contracts are handled by the Purchasing Group.</td>
</tr>
<tr>
<td><strong>SEEC</strong>&lt;sub&gt;YR&lt;/sub&gt;&lt;sub&gt;00XX&lt;/sub&gt;</td>
<td>The SEEC denotes that this is not a true contract but rather is set up for SEEC tracking purposes.</td>
</tr>
<tr>
<td><strong>PRCH</strong>&lt;sub&gt;YR&lt;/sub&gt;&lt;sub&gt;REG&lt;/sub&gt;&lt;sub&gt;00XX&lt;/sub&gt;</td>
<td>The PRCH and REG indicate that this is a contract for goods/contractual services, handled by the Purchasing Group.</td>
</tr>
<tr>
<td><strong>PRCH</strong>&lt;sub&gt;YR&lt;/sub&gt;&lt;sub&gt;PSA&lt;/sub&gt;&lt;sub&gt;00XX&lt;/sub&gt;</td>
<td>The PRCH and PSA indicate that this is a contract for personal services handled by the Purchasing Group.</td>
</tr>
</tbody>
</table>

M. **Insurance**

OLM used to grant these types of temporary insurance to Legislators who held events off the State Capitol campus but we do not any longer. OLM has asked the legislators to no longer schedule events where this insurance is required. This decision was made because these venues that required insurance never want to hold the state harmless, which is in direct conflict with the Sovereign Immunity law. ³⁹

³⁹ C.G.S. 4-160
XIII. COMPENSATION AND BILLING

A. Invoices

Once a purchase order is issued and work has begun, invoices will be submitted to the CGA. Invoices should be sent directly to the Accounts Payable group for payment at Accounts Payable Group; Office of Legislative Management; 300 Capitol Avenue, Room 5100; Hartford, CT 06106 or emailed to OLM.AP@cga.ct.gov.

- Properly Prepared Invoice shall include:
  - State Contract Number (If Applicable)
  - The purchase order number,
  - Invoice date,
  - Invoice number,
  - Separate invoice line for labor, materials and equipment,
  - Description of the service provided and the services dates, and
  - All invoices shall reflect the lines on the signed purchase order.

- The CGA can reject invoices for payment if they are not considered properly prepared as defined above.

- Support for Hourly Labor Charges
  - Signed work tickets (the number of hours and days worked should match those on the certified payrolls and the invoice);
  - Sign-in Records (should match both payrolls and work tickets);
  - Copies of certified payrolls including Classification of worker, as well as wage and benefit rate;
    http://www.ctdol.state.ct.us/wgwkstnd/forms/payrollcert1.pdf;
  - Contractor Wage Certification Forms.
    http://www.ctdol.state.ct.us/wgwkstnd/forms/contractwage.pdf;
  - No reimbursements shall be made for travel or travel related expenses;

- Support for Fixed Price Labor Charges
  - Copies of signed work tickets (the days worked should match those on the certified payrolls and the invoice);
  - Sign-in Records (the days worked should match both payrolls and work tickets);
  - Copies of certified payrolls including Classification of worker, as well as wage and benefit rate;
  - Description of work and service dates.
- Support for Materials Charges
  All charges on invoices for material charges shall be broken down between
  list price and markup OR percentage discount off list price. Support
  establishing the list price shall accompany the invoice.

- Support for Equipment Charges
  Equipment charges shall be supported by a breakdown of cost or a statement
  that the equipment is owned by the company so as to establish the list price.
  The invoice must include the list price and the calculation of the markup on
  that equipment to arrive at the charge on the invoice.

- Frequency of Billing
  Invoices may be submitted in a number of ways. Typical ways that invoices
  are submitted are either on a lump sum, monthly, annual, or quarterly basis
  OR upon completion of the specific deliverables outlined in the RFP.

- Payment Terms
  Payments for Goods and Services shall be made only after the CGA receives
  and accepts that equipment and/or services and after it receives a properly
  completed invoice. Payment for all accepted Goods and/or Services shall be
  due within forty five (45) days after acceptance of the Goods and/or Services
  (in arrears) in accordance with Conn. Gen. Stat. §4a-71 or thirty (30) days if
  the Contractor is a certified small contractor or minority business enterprise
  as defined in Conn. Gen. Stat. § 4a-60g.

  Any annual payments for Software Support and System Maintenance may be
  paid at the beginning of each contract year.

- American Institute of Architecture (AIA)
  For construction projects, invoices shall be submitted on American Institute
  of Architecture (AIA) forms directly to the architect or engineer on record for
  approval. Once approved, the architect or engineer assigned to the project
  will submit those invoices to the CGA for payment. Invoices will not be paid
  unless submitted on AIA forms with architect or engineer approval.
XIV. FREEDOM OF INFORMATION

A. Statutory Authority
Except as otherwise provided by any federal law or state statute, all records maintained or kept on file by any public agency, whether or not such records are required by any law or by any rule or regulation, shall be public records and every person shall have the right to (1) inspect such records promptly during regular office or business hours, (2) copy such records in accordance with subsection (g) of section 1-212, or (3) receive a copy of such records in accordance with section 1-212. However the following is not required to be disclosed under the Freedom of Information Act:

Responses to any request for proposals or bid solicitation issued by a public agency or any record or file made by a public agency in connection with the contract award process, until such contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier, provided the chief executive officer of such public agency certifies that the public interest in the disclosure of such responses, record or file is outweighed by the public interest in the confidentiality of such responses, record or file.40

B. What can be disclosed BEFORE contract award?
CGA can only disclose the following before contract award:
➢ Previous Contract and proposals (if available) for the same service or commodity; and
➢ Pre-solicitation meeting sign-in sheets.

C. What can be disclosed AFTER contract award?
CGA is required to disclose everything in the file related to the procurement, with the exception of aspects of the proposal that are specifically noted as proprietary by the contractor, after the contract award. The procurement staff shall disclose the following information:
➢ Fully Executed contracts;
➢ All proposals submitted in response to an RFP;
➢ Evaluation committee chairperson tally-sheets and contract award recommendation letter;
➢ Individual evaluation committee chairperson evaluation sheets (including names); and
➢ Administrative Analysis Spreadsheet and Cover Letter.

40 C.G.S § 1-210.
D. In what format do we provide the information? Is there a charge?
The CGA may provide this information electronically or in hardcopy form.
- The CGA shall not charge for any information provided electronically; and
- The CGA shall charge for information provided in hard copy form. The fee is $.25 per page plus the cost of postage. Check needs to be received prior to providing the information for the inquiring party. The check shall be made payable to “Treasurer/State of Connecticut.”

E. Who and when do procurement staff notify when the FOI requests are made?
The procurement staff shall notify the Financial Administrator of any FOI requests via email. If the FOI requests are submitted during the Q&A period for a RFP, then the staff member shall compile all the questions and submit them to the Financial Administrator upon close of the open question period. Once approved by the Financial Administrator, the procurement staff members shall proceed and answer the questions either as part of the Q&A document or individually if not submitted in regards to an RFP.

F. How should procurement staff respond to FOI inquires?
- Procurement staff member shall acknowledge all FOI requests within (3) THREE days of receipt.
- Procurement staff member shall answer the FOI request once that information can be reasonably gathered and approval to answer has been provided by the Financial Administrator.
Attachment 1 - Procurement Information Checklist

➢ Submit a requisition in the PeopleSoft System.

➢ Along with the requisition, please attach a document in PeopleSoft that contains the following information (if applicable)

- Completion date for product/service.
- **Estimated** value of the request.
- Account Coding (if known)
- Specification for the product/service being requested.
- Product/Service deliverables including timeline.
- Payment methodology (ex. Hourly, upon completion of milestones, etc.)
- Point person for payment approval.
- List of contractors (contact person/email) who can provide product/service.
- List of Evaluation Criteria and percentage weights of those criteria

- **Facilities Only**: Does the project require Service Wage □ / Prevailing Wage □
- **Facilities Only**: Provided electronic copies of the drawings & specifications.
- Members of the Evaluation Committee. (Indicate below)

Evaluation Committee Member #1 Name
Evaluation Committee Member #2 Name
Evaluation Committee Member #3 Name
Evaluation Committee Member #4 Name
Contractual Supplies, Materials, Equipment and Services (REG):
C.G.S. 2-71 p governs all purchases of and contracts for "supplies", "materials" and "equipment" and "contractual services."

- "Supplies", "materials" and "equipment" are defined as any and all articles of personal property furnished to or used by the Legislative Department, including all printing, binding, publication of laws, stationery, forms and reports;

- "Contractual services" means any and all laundry and cleaning service, pest control service, janitorial service, security service, the rental and repair, or maintenance, of equipment, machinery and other state-owned personal property, advertising and photostating, mimeographing, data entry, data processing and other similar service arrangements where the services are provided by persons other than state employees;

| RESPONSIBILITY MATRIX |
|-----------------------|--------------------------|------------------------|-----------------------------|------------------------|
| **Contract Value**    | **< $2,500 per year & non-recurring** | **< $2,500 per year & recurring** | **Between $2,501 & $10,000 per year** | **Greater than $10,000** |
| **Responsible Group** | Purchasing               | Purchasing             | Purchasing                   | Purchasing             |
| **RFQ**               | NO                       | When Possible          | When Possible                | At discretion of Procurement Staff | NO |
| **RFP**               | NO                       | NO                     | NO                           | At discretion of Procurement Staff | YES |
| **Legal Ads**         | NO                       | NO                     | NO                           | At discretion of Procurement Staff | YES |
| **Post on Portal**    | NO                       | NO                     | If applicable                | At discretion of Procurement Staff | YES |
| **PPS Approval** *    | NO                       | NO                     | NO                           | NO                      | YES |
Personal Service Agreement Guidelines (PSA):
C.G.S. 2-71t governs the retention of personal service contractors and personal service agreements.

- "Personal service contractor" means any person, firm or corporation not employed by the state, who is hired by the committee for a fee to provide services to the General Assembly. The term "personal service contractor" does not include (A) a person, firm or corporation providing "contractual services", as defined in section 2-71p, to the committee, (B) a "design professional", as defined in section 2-71q, or (C) an agency of the federal government, of the state or of a political subdivision of the state.

- "Personal service agreement" means a written agreement defining the services or end product to be delivered by a personal service contractor to the committee.

<table>
<thead>
<tr>
<th>RESPONSIBILITY MATRIX</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Value</strong></td>
</tr>
<tr>
<td><strong>AND</strong></td>
</tr>
<tr>
<td><strong>A Contract Term</strong></td>
</tr>
<tr>
<td><strong>Responsible group</strong></td>
</tr>
<tr>
<td>RFQ</td>
</tr>
<tr>
<td>RFP</td>
</tr>
<tr>
<td>Legal Ads</td>
</tr>
<tr>
<td>Post on Portal</td>
</tr>
<tr>
<td>PPS Approval *</td>
</tr>
</tbody>
</table>
De Minimis Exception:
Competitive Pricing and a written contract are not required, although recommended, for any contract or personal service agreement that is non-recurring and less than $2,500.

* Personnel Policies Subcommittee Approval (PPS) Approval:

Pursuant to the Administrative Regulations Rules of Procedure of the Joint Committee on Legislative Management, the following rules govern the Personnel Policies Subcommittee Approval Process:

"10. All actions of the Personnel Policies Subcommittee shall be by a majority vote of those present and voting, except that: (1) no major policy decision, contract in excess of $50,000, expenditure in excess of $10,000 that was not previously authorized, or the employment of any person by the personnel policies subcommittee to a full-time nonpartisan position, shall be effective without the concurrence of two-thirds (2/3) of the members present and/or voting, provided that such concurrence shall include the affirmative vote of at least one (1) member of the minority party and (2) if a committee member present and voting of either chamber requests, a vote of the majority of the members of each chamber present and voting shall be required for approval of a question by the full subcommittee.

11. Expenditures of appropriations for the operations of the Senate Majority office, the Senate Minority office and the House Majority office and the House Minority office shall be subject to the exclusive approvals of the Senate President Pro Tempore, the Senate Minority Leader, the Speaker of the House and the House Minority Leader, respectively, except for contracts in excess of $50,000."
Attachment 3 - Evaluation Committee Chairperson Information Sheet

Introduction
This information sheet outlines the role and the responsibilities of the Evaluation Committee Chairperson. Please also refer to the Evaluation Committee Member Information Sheet which also describes the role of the Evaluation Committee Members and the steps they will be following throughout the evaluation process. The guidelines provided on the Evaluation Committee Member Information Sheet also apply to the Evaluation Committee Chairperson.

Please note that once the evaluation process is complete and a contract is awarded, the quotes/proposals, evaluation documentation and the remainders of the contract file are subject to Freedom of Information Act requests.

Role of the Chairperson
The Evaluation Committee Chairperson is the main point of contact between the Evaluation Committee members and the Legislative procurement staff. The Committee Chair also has discretion to decide the number of Committee members.

After receiving the Evaluation Committee materials from the Legislative procurement staff, the Chairperson will coordinate and facilitate meetings with committee members. After the materials are distributed, the Chairperson will work with Committee members to schedule when the scoring sheets need to be returned and when the Evaluation Committee will meet to discuss their recommendations.

The Chairperson needs to lead and guide discussion to ensure that all members have an opportunity to participate and contribute to the process.

If any of the Evaluation Committee members disclose to the Chairperson that they have a conflict of interest, the Chairperson should immediately report that information to the Legislative procurement staff.

Evaluation Process
1. After the Evaluation Committee materials are received, the Chairperson will coordinate a timetable with the Evaluation Committee members. The timetable should outline when members need to return their scoring forms to the Chairperson and pick a date for when the Evaluation Committee will meet to review and discuss the scoring forms. The Legislative procurement staff will tell the Chairperson the date that the recommendation memorandum must be received by (if applicable), but the Chairperson, working with the other Evaluation Committee members, will set deadlines within that timeframe.

2. The Chairperson and the Evaluation Committee members need to complete their own scoring form before reviewing the other scoring forms.

3. After the Chairperson receives each Evaluation Committee member’s scoring form, the Chairperson will tabulate the scores. The process for tabulating scores is listed below:
   i. Separate the scoring forms by quote/proposal reviewed.
   ii. For each quote/proposal, average the scores for each criteria line.
iii. After each criteria line has been averaged, multiply it by the criteria weight percentage that is listed on the right-hand side of the form.

iv. Add the weighted averages for each criteria element that is listed to reach the quote/proposal's total evaluation score.

v. Repeat the process using the set of scoring sheets received for each quote/proposal. The appropriate forms will be included in your packet.

4. The Chairperson will schedule and coordinate an Evaluation Committee meeting to reach a consensus. At this meeting, each individual’s analysis will be presented and discussed among the Evaluation Committee members. If during the meeting, the members have questions regarding the quote/proposal such that they cannot reach a decision, the Chairperson should contact the Legislative procurement staff. At that time, the Legislative procurement staff can either ask the Respondent to respond in writing to the questions posed by the Evaluation Committee members or request that the Respondent come and make an in-person presentation to the Evaluation Committee to answer their questions, or set up a time for the Committee to tour of the Respondent’s facility.

5. It is at the Chairperson’s discretion whether or not written minutes and agendas of Evaluation Committee meetings will be kept.

6. The Chairperson should collect any clarification questions from the Evaluation Committee members and provide them to the Legislative procurement staff in advance of any face-to-face meeting, presentation, or facility tour that is scheduled. This will give the Legislative procurement staff an opportunity to submit questions to the Respondent and receive any clarifications in writing.

7. If a face-to-face meeting, presentation, or facility tour is scheduled, all members of the Evaluation Committee must be present to ensure the integrity of the evaluation process is maintained.

   i. For facility tours, the entire Evaluation Committee must tour the facility of each Respondent who has met the requirements of the RFP and whose quote/proposal the Committee is evaluating.

   ii. It is recommended that the entire Evaluation Committee visit sites at the same time of day and on the same day of the week in order to avoid going to one facility on a busy day and to another on a slow day. (The timing factor may not apply to every procurement, but the rationale behind it is to establish a level playing field.)

8. If the Evaluation Committee cannot come to a consensus, a majority vote should be taken. This majority vote will determine the Evaluation Committee’s consensus score.

9. Once an Evaluation Committee consensus has been reached, the Chairperson should ensure that he has all of the copies of the quote/proposal and related Evaluation Committee materials that were distributed from the Evaluation Committee members.

10. After the Evaluation Committee has reached a consensus (or a majority vote is taken), the Chairperson needs to write a recommendation memorandum to the Financial Administrator at the Office of Legislative Management. This memo should include which quote/proposal the Evaluation Committee selected and an explanation of the reasons why
the Evaluation Committee recommends selecting that particular quote/proposal, including the scores received.

11. All scoring forms should be returned to the Financial Administrator at the Office of Legislative Management, along with the recommendation memorandum and each Evaluation Committee member’s materials, so they can be included in the procurement file. If the Chairperson decided to keep written minutes and agendas of the Evaluation Committee’s meetings, they should be handed in at the same time as the scoring forms.

12. Throughout the entire process, Legislative procurement staff will be available to assist the Chairperson with any questions.
Introduction
This Information Sheet outlines the role and responsibilities of the Evaluation Committee member. Please note that once the evaluation process is complete and a contract is awarded, the quotes/proposals, evaluation documentation and the remainders of the contract file are subject to Freedom of Information Act requests. All inquiries under the Freedom of Information Act shall be handled through the Legislative procurement staff.

Role of the Evaluation Committee Member
The Evaluation Committee Member is tasked with receiving direction from the Evaluation Committee Chairperson and evaluating proposals in accordance with the guidelines outlined below.

Disinterested Party
As a member of the Evaluation Committee, you or members of your immediate family cannot have a past or current financial interest, ownership interest, employee interest, personal interest, or be seeking employment with any of the Respondents who are submitting quotes/proposals to any Request for Quote (RFQ) or Request for Proposal (RFP). If you or someone in your immediate family has one of the interests listed above or has a previous connection to a Respondent submitting a quote/proposal, as described above, let the Evaluation Committee Chairperson know immediately. Legislative procurement staff reserves the right to remove a member from the Evaluation Committee if a conflict of interest is detected or for any other reason deemed by Legislative procurement staff to be in the best interest of the State.

Evaluation Criteria
Before the RFQ/RFP is distributed, Evaluation Committee members will have an opportunity to read through the Evaluation Criteria proposed by the Legislative procurement staff, if they have already been appointed. Members can offer suggestions on additional criteria that should be included or items that should be revised or deleted.

Evaluation Process
1. The Legislative procurement staff will review quotes/proposals received subsequent to the due date to ensure that they are complete submissions.
2. Upon receipt of the Evaluation Committee packet from the Legislative procurement staff, each Evaluation Committee member should independently read through and evaluate each quote/proposal.
3. Evaluation Committee members shall complete a scoring form for every quote/proposal. Each evaluation criteria listed shall be ranked from 1 to 5, with 1 being the lowest and 5 being the highest.
4. Evaluation Committee members should submit completed scoring forms to the Chairperson, NOT the Legislative procurement staff.
5. Evaluation Committee members should direct, in writing, all questions regarding the quotes/proposals and clarifications needed to the Chairperson, who will then contact the Legislative procurement staff.

6. If the Evaluation Committee, as a whole, wants to set up a face-to-face meeting, have Respondents make a presentation regarding their quote/proposal, and/or tour Respondents’ facilities, the Evaluation Committee Chairperson shall contact the Legislative procurement staff to arrange a meeting, presentation, and/or tour.

7. If a face-to-face meeting, presentation, or facility tour is coordinated, it is crucial that all Evaluation Committee members attend on the date and time set up by the Legislative procurement staff.

8. Once all quotes/proposals are scored, the entire Evaluation Committee will meet to review the submitted quotes/proposals as a group. At the meeting, each individual’s analysis will be presented and discussed among the Evaluation Committee members.

9. After each individual Evaluation Committee member has had an opportunity to share their analysis, an Evaluation Committee consensus score will be determined. (In the event a consensus cannot be reached, a majority vote will be taken. That vote will determine the Evaluation Committee consensus score of the quote/proposal the Evaluation Committee will recommend.)

10. After the Evaluation Committee selects a quote/proposal, all quotes/proposals and related materials should be returned to the Evaluation Committee Chairperson.

11. Each Evaluation Committee member shall hold confidential the discussions and outcomes of the evaluation process.

**Communication During the Evaluation Process**

Evaluation Committee members cannot communicate with any potential respondent(s) submitting a quote or proposal or any related party regarding the solicitation or evaluation process. Any questions should be directed to the Chairperson who will contact the Legislative procurement staff.

If a respondent attempts to contact an Evaluation Committee member, the respondent shall be referred to the Legislative procurement staff. The Legislative procurement staff is the official point of contact between the Evaluation Committee Chairperson and respondent(s). The Evaluation Committee, through the Chairperson, should direct all questions they have for any respondent to the Legislative procurement staff. The Legislative procurement staff will then contact the respondent to get a response or to set up a meeting, presentation, or facility tour. Additionally, the Legislative procurement staff is available to answer any questions that Evaluation Committee members have about the evaluation process itself or scoring procedures should they arise.
Confidentiality

Evaluation Committee members shall treat all information contained in the Proposals they review as confidential. This information should not be used for any other purpose except for evaluating the Proposals. The RFP discussions and evaluation deliberations should be held in confidence until a Contract is awarded.
Communications with Vendors

In light of the recent focus on ethics, and open, public, transparent and fair contracting, DAS Procurement staff have frequently been asked the question if agency personnel can communicate with vendors when preparing for a procurement. Certainly, to adequately do our jobs, we need to speak to companies to educate ourselves on their products and services and the industry well in advance of soliciting bids for new products/services. Here are a few things to keep in mind before starting those communications:

- Observe all ethics rules. Staff must have read and understood all State and the agency's particular ethics rules.
- Never have only one employee meet with a vendor; have at least two, one of whom should be a purchasing/fiscal person and one could be a technical person or a product user. The idea here is to have people from different areas of the agency involved and have everything out in the open.
- Whether vendors visit your office to give a presentation or agency staff visit a trade show, they should never make any promises/commitments to vendors about using their product or services. The agency employees should really just be "kicking the tires" and getting educated on what's available, nothing more.
- If a vendor is to provide substantive help to the agency on a procurement or potential procurement, this help must be provided only pursuant to an existing contract with that vendor and the contract must provide that the vendor shall not submit a bid or proposal. If they help on the front end, then they can’t play on the back end.
- There must only be one point of contact (one person) with vendors once it has been decided to issue an invitation to bid or request for proposals. That person is responsible for answering all questions that come in from the outside, for asking questions of vendors and for coordinating the entire procurement in general. If DAS is that contracting authority, your agency should not talk to any vendors at any time. That’s the role for DAS.
- The procurement playing field must always be kept level. This is paramount. So, no conduct of any agency employee must ever be such that it can be construed as collusive or fraudulent.
- Staff must be encouraged repeatedly to consult with in-house counsel on these matters, even if their question is a slam/dunk. It’s important to establish an open culture inside the agency. If there’s no in-house counsel, please contact DAS Procurement.

When in doubt, consider issuing a request for information (RFI). A request for information can be as simple as a single paragraph requesting information on products or services. The RFI can be placed on the state contracting portal openly and publicly and vendors will have the ability to provide information on their products and services.

Please be sure to share these guidelines with all of your agency personnel, and do not hesitate to contact DAS procurement with any questions or concerns.
Attachment 6 - Glossary of Terms

Bids: Solicitation of competitive pricing utilized for public works projects more than $500,000.

CGA: Connecticut General Assembly

Committee: Joint Committee on Legislative Management

OLM: Office of Legislative Management

P-Card: The Office of Legislative Management on behalf of the State of Connecticut has the authority to issue purchasing credit cards.

Personal Services: Services or end product to be delivered by a personal service contractor. Purchases governed by C.G.S. 2-71t.

Procurement Staff: Purchasing and Contracting staff.

Project Owner: Any CGA employee submitting a request for goods or services to be paid for with State Funds. This person is responsible to work with procurement staff to specify the items or services needed, assist with evaluating the bid responses to determine the best value for the CGA and ensure the goods or services received meet expectations prior to recommending payment.

Proposals: Solicitation of competitive pricing utilized for goods/services more than $10,000.

Quotation: Solicitation of competitive pricing utilized for goods/services less than $10,000

Requisition: Request for goods or services entered into PeopleSoft.

Responses: Collectively refers to Quotes, Proposals or Bids.

RFI: Request for Information

RFP: Request for Proposal

RFQ: Request for Quote

RFS: Request for Solicitations. Refers to RFQs, RFPs and RFBs collectively.

Requisitioner: Any CGA employee who submits a requisition in the PeopleSoft system.

CGA Procurement Code
PROCUREMENT FLOW CHART

Is business need defined?

Can business need be further defined?

Could GSA Advantage help define business need?

Is business need defined?

Could an RFI help define business need?

Define business need

Could an RFI help define business need?

Define business need

Requisition added in PeopleSoft by project owner?

Is requisition added in PeopleSoft by project owner?

Procurement staff reviews the requisition for procurement strategy

Is requisition for personal services?

yes

no

Apply CGS 2-71t and CGA Procurement Policy

Is value ≤ $2,500?

yes

no

Issue and write contract only if requested by project owner

< $10,000 and term < 1yr?

yes

no

Is purchase on State contract?

yes

no

Is on WSCA?

Does State require quotes?

obtain competitive pricing

yes

no

Does WSCA require competitive pricing?

obtain competitive pricing

yes

no

Is item on GSA Advantage?

supply materials, equipment and/or contractual services <$10,000?

no

yes

RFQ

Are supply materials, equipment and/or contractual services between $10,000 and $50,000?

no

yes

RFQ or RFP

Publish solicitation on eBuy

yes

no

RFP

Contract, if applicable

Are supply materials, equipment and/or contractual services ≥ $50,000?

no

yes

RFQ or RFP

Issue Purchase Order

Is business need defined?

Could Demonstrations help define business need?

Could an RFI help define business need?

Define business need

Could an RFI help define business need?

Define business need

Reconsider business need

Was waiver approved by Executive Director?

yes

no

Was waiver approved by Executive Director?

no

yes

Issue and write contract only if requested by project owner

Issue Purchase Order

contract, if applicable

Issue Purchase Order

Issue Purchase Order

Issue Purchase Order

Issue Purchase Order

Issue Purchase Order

Issue Purchase Order

Issue Purchase Order
<table>
<thead>
<tr>
<th>ID</th>
<th>Task Name</th>
<th>Duration</th>
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<th>Finish</th>
<th>Predecessor</th>
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<td>Tue 6/6/17</td>
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<td>Scope of Work &amp; Specifications provided</td>
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<td>Wed 2/1/17</td>
<td>Wed 2/1/17</td>
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<td>Determine Procurement Strategy</td>
<td>1 day</td>
<td>Thu 2/2/17</td>
<td>Thu 2/2/17</td>
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<td>Determine Competitive Bid Strategy</td>
<td>1 day</td>
<td>Thu 2/2/17</td>
<td>Thu 2/2/17</td>
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<td>9</td>
<td>State Contract C.G.S 2-71v</td>
<td>1 day</td>
<td>Thu 2/2/17</td>
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<td>10</td>
<td>GSA C.G.S.2-71v</td>
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<td>RFS C.G.S. 2-71p, C.G.S.2-71t</td>
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<td>Thu 2/2/17</td>
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<td>13</td>
<td>Justification for Non Competitive Procurement</td>
<td>1 day</td>
<td>Thu 2/2/17</td>
<td>Thu 2/2/17</td>
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<td>Sole Source Justification C.G.S. 2-71t (c) (2)</td>
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<td>Emergency Justification C.G.S. 2-71p (d)</td>
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<td>62 days</td>
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<td>Fri 2/3/17</td>
<td>Mon 3/13/17</td>
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<td>15 days</td>
<td>Fri 2/3/17</td>
<td>Thu 2/23/17</td>
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<td>20</td>
<td>RFP revisions received from project owner</td>
<td>5 days</td>
<td>Fri 2/24/17</td>
<td>Tue 3/2/17</td>
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<td>21</td>
<td>Evaluation Criteria % weights provided</td>
<td>5 days</td>
<td>Fri 2/24/17</td>
<td>Thu 3/2/17</td>
<td>19</td>
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<td>Evaluation Committee Members identified</td>
<td>5 days</td>
<td>Fri 2/24/17</td>
<td>Thu 3/2/17</td>
<td>19</td>
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<td>23</td>
<td>Vendor List Provided</td>
<td>5 days</td>
<td>Fri 2/24/17</td>
<td>Thu 3/2/17</td>
<td>19</td>
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<td>24</td>
<td>RFP Revised</td>
<td>5 days</td>
<td>Fri 3/3/17</td>
<td>Thu 3/9/17</td>
<td>20</td>
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<td>25</td>
<td>Draft approved by Project Owner</td>
<td>1 day</td>
<td>Fri 3/10/17</td>
<td>Fri 3/10/17</td>
<td>24</td>
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<td>26</td>
<td>Draft approved by Contract Manager</td>
<td>1 day</td>
<td>Mon 3/13/17</td>
<td>Mon 3/13/17</td>
<td>25</td>
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<td>Competitive Procurement Period</td>
<td>23 days</td>
<td>Tue 3/14/17</td>
<td>Thu 4/13/17</td>
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<td>28</td>
<td>Schedule walk thru pre-bid meeting</td>
<td>1 day</td>
<td>Tue 3/14/17</td>
<td>Tue 3/14/17</td>
<td>26</td>
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<tr>
<td>29</td>
<td>Publish on the Portal</td>
<td>1 day</td>
<td>Wed 3/15/17</td>
<td>Wed 3/15/17</td>
<td>28</td>
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<tr>
<td>30</td>
<td>Direct e-mail RFP to vendor list</td>
<td>1 day</td>
<td>Wed 3/15/17</td>
<td>Wed 3/15/17</td>
<td>28</td>
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<tr>
<td>31</td>
<td>Send legal advertisement request ( if over $50,000)</td>
<td>1 day</td>
<td>Wed 3/15/17</td>
<td>Wed 3/15/17</td>
<td>28</td>
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<tr>
<td>32</td>
<td>Walk thru pre-bid meeting</td>
<td>1 day</td>
<td>Thu 3/23/17</td>
<td>Thu 3/23/17</td>
<td>29FS+5 day</td>
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<td>33</td>
<td>Deadline to submit questions</td>
<td>1 day</td>
<td>Wed 3/29/17</td>
<td>Wed 3/29/17</td>
<td>32FS+3 day</td>
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<td>Publish answers on Portal</td>
<td>1 day</td>
<td>Thu 3/30/17</td>
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<td>35</td>
<td>Proposals Due</td>
<td>1 day</td>
<td>Thu 4/13/17</td>
<td>Thu 4/13/17</td>
<td>29FS+20 day</td>
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<td>36</td>
<td>Evaluation of solicitation</td>
<td>12 days</td>
<td>Fri 4/14/17</td>
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<td>37</td>
<td>Administrative Analysis</td>
<td>3 days</td>
<td>Fri 4/14/17</td>
<td>Tue 4/18/17</td>
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<td>Enter SEEC Info</td>
<td>1 day</td>
<td>Fri 4/14/17</td>
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<td>39</td>
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<td>1 day</td>
<td>Wed 4/19/17</td>
<td>Wed 4/19/17</td>
<td>37</td>
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<td>40</td>
<td>Submit written solicitation analysis to Financial Admin</td>
<td>1 day</td>
<td>Thu 4/20/17</td>
<td>Thu 4/20/17</td>
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<td>41</td>
<td>Receive approval of written solicitation analysis</td>
<td>1 day</td>
<td>Fri 4/21/17</td>
<td>Fri 4/21/17</td>
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<td>42</td>
<td>Distribute solicitation responses to Evaluation Chairperson</td>
<td>1 day</td>
<td>Mon 4/24/17</td>
<td>Mon 4/24/17</td>
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<td>Evaluation Committee Award Recommendation</td>
<td>5 days</td>
<td>Tue 4/25/17</td>
<td>Mon 5/1/17</td>
<td>42</td>
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<td>44</td>
<td>Funding Received</td>
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<td>Tue 5/2/17</td>
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<td>43</td>
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<td>45</td>
<td>Personnel Policies Subcommittee</td>
<td>10 days</td>
<td>Tue 5/2/17</td>
<td>Mon 5/15/17</td>
<td>17</td>
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<td>46</td>
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<td>Tue 5/2/17</td>
<td>Mon 5/8/17</td>
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</tr>
<tr>
<td>47</td>
<td>PPS Approvals Received</td>
<td>5 days</td>
<td>Tue 5/9/17</td>
<td>Mon 5/15/17</td>
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<tr>
<td>ID</td>
<td>Task Name</td>
<td>Duration</td>
<td>Start</td>
<td>Finish</td>
<td>Predecessor</td>
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<tr>
<td>48</td>
<td>Contract</td>
<td>24 days</td>
<td>Tue 5/2/17</td>
<td>Fri 6/2/17</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Contract Creation</td>
<td>17 days</td>
<td>Tue 5/2/17</td>
<td>Wed 5/24/17</td>
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<td>50</td>
<td>Draft contract</td>
<td>8 days</td>
<td>Tue 5/2/17</td>
<td>Thu 5/11/17</td>
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</tr>
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<td>51</td>
<td>Contracting manager review contract draft</td>
<td>1 day</td>
<td>Fri 5/12/17</td>
<td>Fri 5/12/17</td>
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<tr>
<td>52</td>
<td>Revise draft contract (per contract manager)</td>
<td>3 days</td>
<td>Mon 5/15/17</td>
<td>Wed 5/17/17</td>
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<tr>
<td>53</td>
<td>Project owner review contract draft</td>
<td>1 day</td>
<td>Thu 5/18/17</td>
<td>Thu 5/18/17</td>
<td>52</td>
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<tr>
<td>54</td>
<td>Revise draft contract (per project manager)</td>
<td>1 day</td>
<td>Fri 5/19/17</td>
<td>Fri 5/19/17</td>
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<tr>
<td>55</td>
<td>Contracting manager approve final contract</td>
<td>1 day</td>
<td>Mon 5/22/17</td>
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<td>54</td>
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<td>56</td>
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<td>57</td>
<td>Executive director review approve final contract</td>
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<td>Wed 5/24/17</td>
<td>Wed 5/24/17</td>
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<td>58</td>
<td>Contract Award</td>
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<td>Tue 5/16/17</td>
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<td>59</td>
<td>Contract forwarded to vendor</td>
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<td>Tue 5/16/17</td>
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<td>60</td>
<td>Negotiations</td>
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<td>Tue 5/23/17</td>
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<td>61</td>
<td>Contract Revised based on negotiations</td>
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<td>Contract Fully Executed</td>
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<td>66</td>
<td>Kick-Off meeting</td>
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<td>67</td>
<td>Project Start</td>
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<td>Tue 6/6/17</td>
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