

CONTRACT SUPPLEMENT  
SP-37 Rev. 01/02

Purchasing Contact:  
Liz Herron, FAO

Telephone Number:  
(860) 622-2591

**STATE OF CONNECTICUT**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
**CONTRACTS & PURCHASING DIVISION**  
101 EAST RIVER DRIVE, 4<sup>th</sup> Floor  
EAST HARTFORD, CT 06108-3274

Contract Award Number <b>06ITZ0062</b>
Contract Award Date <b>August 2, 2006</b>
SUPPLEMENT DATE <b>August 1, 2010</b>

**CONTRACT AWARD SUPPLEMENT #3**

**IMPORTANT:** This is NOT a Purchase Order. Do NOT Produce or Ship without an Agency Purchase Order.

COMMODITY CLASS/SUBCLASS & DESCRIPTION:

**I.T. Training Contract**

FOR: **Department of Information  
Technology, All Using State Agencies,  
Municipalities, Political Subdivisions,  
Non-Profits and Education**

TERM OF CONTRACT:

**3 year contract with one year option to renew**

*"All other Terms and Conditions remain the same."*

AGENCY REQUISITION NUMBER:

**NOTICE TO CONTRACTORS:** This Contract Award Supplement is not an order to ship. The using agency or agencies on whose behalf the contract is made will furnish purchase orders against contracts. Send invoices directly to the using/ordering agency per instructions on the purchase order.

**Supplement #3 Changes / Updates:**

**Extends the Contract Expiration Date to: August 1, 2012**

***All Terms and Conditions and Contract Pricing remain the same***

Date Issued: **August 1, 2010**

**APPROVED**

**Jacqueline Shirley**  
**Director of Contract & Purchasing Division**  
(Original Signature on Document in Procurement Files)

CONTRACT SUPPLEMENT  
SP-37 Rev. 01/02

Purchasing Contact:  
**Liz Herron, PA**

Telephone Number:  
**(860) 622-2591**

**STATE OF CONNECTICUT**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
**CONTRACTS & PURCHASING DIVISION**  
**101 EAST RIVER DRIVE, 4<sup>th</sup> Floor**  
**EAST HARTFORD, CT 06108-3274**

Contract Award Number <b>06ITZ0062</b>
Contract Award Date <b>August 2, 2006</b>
SUPPLEMENT DATE <b>February 25, 2010</b>

**CONTRACT AWARD SUPPLEMENT #2**

**IMPORTANT:** This is NOT a Purchase Order. Do NOT Produce or Ship without an Agency Purchase Order.

COMMODITY CLASS/SUBCLASS & DESCRIPTION:

**I.T. Training Contract**

FOR: **Department of Information  
Technology, All Using State Agencies,  
Municipalities, Political Subdivisions,  
Non-Profits and Education**

TERM OF CONTRACT:

**3 year contract with one year option to renew**

*"All other Terms and Conditions remain the same."*

AGENCY REQUISITION NUMBER:

**NOTICE TO CONTRACTORS:** This Contract Award Supplement is not an order to ship. The using agency or agencies on whose behalf the contract is made will furnish purchase orders against contracts. Send invoices directly to the using/ordering agency per instructions on the purchase order.

**Supplement #2 Changes / Updates:**

**This supplement provides information as to where to access course offerings:**

**Please see contract award 06ITZ0061**

**APPROVED**

Date Issued: **February 25, 2010**

**Jacqueline Shirley**  
**Director of Contract & Purchasing Division**  
(Original Signature on Document in Procurement Files)

CONTRACT SUPPLEMENT  
SP-37 Rev. 01/02

Purchasing Contact:  
Paula Mitchell, PSO II

Telephone Number:  
(860) 622-2215

**STATE OF CONNECTICUT**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
**CONTRACTS & PURCHASING DIVISION**  
101 EAST RIVER DRIVE, 4<sup>th</sup> Floor  
EAST HARTFORD, CT 06108-3274

Contract Award Number <b>06ITZ0062</b>
Contract Award Date <b>August 2, 2006</b>
SUPPLEMENT DATE <b>July 20, 2009</b>

**CONTRACT AWARD SUPPLEMENT #1**

**IMPORTANT:** This is NOT a Purchase Order. Do NOT Produce or Ship without an Agency Purchase Order.

COMMODITY CLASS/SUBCLASS & DESCRIPTION:

**I.T. Training Contract**

FOR: **Department of Information  
Technology, All Using State Agencies,  
Municipalities, Political Subdivisions,  
Non-Profits and Education**

TERM OF CONTRACT:

**3 year contract with one year option to renew**

*"All other Terms and Conditions remain the same."*

AGENCY REQUISITION NUMBER:

**NOTICE TO CONTRACTORS:** This Contract Award Supplement is not an order to ship. The using agency or agencies on whose behalf the contract is made will furnish purchase orders against contracts. Send invoices directly to the using/ordering agency per instructions on the purchase order.

**Supplement #1 Changes / Updates:**

***This supplement extends this contract for one year through August 1, 2010.***

**APPROVED**

Date Issued: **July 20, 2009**

**Jacqueline Shirley**  
**Director of Contract & Purchasing Division**  
(Original Signature on Document in Procurement Files)

CONTRACT AWARD  
SP-38 Rev. 03/06

Purchasing Contact:  
Paula Mitchell, PSO II

Telephone Number:  
(860) 622-2215

**STATE OF CONNECTICUT**  
DEPARTMENT OF INFORMATION TECHNOLOGY  
CONTRACTS & PURCHASING DIVISION  
101 EAST RIVER DRIVE, 4<sup>th</sup> Floor  
EAST HARTFORD, CT 06108-3274

Contract Award #

**06ITZ0062**

Contract Award Date

**August 2, 2006**

Expiration Date

**August 1, 2009**

**CONTRACT AWARD**

**IMPORTANT:** THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.

COMMODITY CLASS/SUBCLASS & DESCRIPTION: **Computer Technology Related Training Courses and Services**

FOR: **Department of Information Technology, All  
Using State Agencies, Municipalities, Political  
Subdivisions, Non-Profits and Education  
101 East River Drive  
East Hartford, CT 06108**

DELIVERY DATE REQ'D: **Earliest Guaranteed Delivery  
Date**

TERM OF CONTRACT: **Three (3) year contract with a  
one year extension option at the State's Sole  
Discretion**

AGENCY REQUISITION NUMBER:

IN STATE (NON-SB) CONTRACT VALUE	DAS CERTIFIED SMALL BUSINESS CONTRACT VALUE	OUT OF STATE CONTRACT VALUE	TOTAL CONTRACT AWARD VALUE
\$	<b>\$300,000.00 (est.)</b>	\$	<b>\$300,000.00 (est.)</b>

**NOTICE TO CONTRACTORS:** This notice of award is not an order to ship. The using agency or agencies on whose behalf the contract is made will furnish purchase orders against contracts. Send invoices directly to the using/ordering agency per instructions on purchase order.

**NOTE:** Dollar amounts listed next to each contractor are possible award amounts; however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

**NOTICE TO AGENCIES:** A complete explanatory report shall be furnished promptly to the Director concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

- ▶ **CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.
- ▶ **PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

**(1) CONTRACTOR INFORMATION:**

Company Name: **Discovery Training Services, LLC**

Address: **86 North Main Street, Wallingford, CT 06492**

Tel. No.: **(203) 269-2624**

Fax No.: **(203) 269-4736**

Contract Value: **\$300,00.00 (est.)**

Contact Person: **Christine Mansfield**

Vendor ID #: **0000073301**

Delivery: **Earliest Guarantee Del. Date**

Certification Type: **WBE**  
(SBE, MBE, WBE or None)

Terms: **Net 45 Days**

Supply to Political Sub-Divisions: **Yes.**

Company E-mail Address: [cmansfield@discoverytrain.com](mailto:cmansfield@discoverytrain.com) Web Address: [www.discoverytrain.com](http://www.discoverytrain.com)

**(2) CONTRACTOR INFORMATION:**

Company Name: **E-Path Learning, Inc.**

Address: **70 Howard Street, Suite C, New London, CT 06320**

Tel. No.: **(860) 444-6989**

Fax No.: **(215) 243-7454**

Contract Value: **\$300,00.00 (est.)**

Contact Person: **Dudley Molina**

Vendor ID #: **0000045232**

Delivery: Earliest Guarantee Del. Date

Certification Type: **MBE**

Terms: **Net 45 Days**

Supply to Political Sub-Divisions: **Yes.**

(SBE, MBE, WBE or None)

Company E-mail Address: [sales@ePathLearning.com](mailto:sales@ePathLearning.com) Web Address: [www.ePathLearning.com](http://www.ePathLearning.com)

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**APPROVED**

**Paula Mitchell**

**Purchasing Officer II**

**IT Contracts & Purchasing Division**

(Original Signature on Document in Procurement Files)

**APPROVED**

**Jacqueline Shirley**

**Director of IT Contracts & Purchasing Division**

(Original Signature on Document in Procurement Files)

**Date Issued: August 2, 2006**

Purchasing Contact:  
**Paula Mitchell, PSOII**

Telephone Number:  
**(860) 622-2215**

E-Mail Address:  
[Paula.Mitchell@ct.gov](mailto:Paula.Mitchell@ct.gov)

<b>CONTRACT AWARD SCHEDULE</b>	CONTRACT AWARD DATE <b>August 2, 2006</b>	
	DELIVERY <i>Earliest Guarantee Delivery Date</i>	
	PAYMENT TERMS <b>Net 45 Days</b>	CASH DISCOUNT -- % -- Days

**SBE06ITZ0062**

**Pricing includes all transportation charges FOB State Agency.**

**SMALL BUSINEES VENDOR NAMES:**

**(1) Discovery Training Services**

**(2) E-Path Learning, Inc.**

**VENDOR ID#: See Contract Award Page**

**Department of Information Technology is issuing this contract award for  
All Using State Agencies, Municipalities, Political Subdivisions, Non-Profits and Education  
for  
Computer Technology Related Courses and Services**

**Small Business Vendors**

**INSTRUCTIONS FOR USE BY ALL USING STATE AGENCIES**

**STATE AGENCIES** utilizing this award may only select training courses and services from the vendors listed on the contract. State Agencies must determine which of the contracted vendors is the most cost-effective in the following manner:

1. Select the desired course category
2. Select the specification within the course category
3. Choose the most cost effective vendor
4. Contact that vendor to arrange training classes or services
5. Verify the pricing and discounts offered to you by the vendor are that same as those appearing in the Contract Award Schedule.

<b>SPECIAL TERMS AND CONDITIONS</b> Rev. 03/06	<p style="text-align: center;"><b>STATE OF CONNECTICUT</b>  <b>DEPARTMENT OF INFORMATION TECHNOLOGY</b>  <b>CONTRACTS &amp; PURCHASING DIVISION</b>  <b>101 EAST RIVER DRIVE, 4<sup>th</sup> Floor</b>   <b>EAST HARTFORD, CT 06108-3274</b></p>	<b>Award Number</b> <b>06ITZ0062</b>
<i>Purchasing Contact:</i> <b>Paula Mitchell</b>		<i>Page 1 of 2</i>
<i>Telephone Number:</i> <b>(860) 622-2215</b>		

**Special Bid/Contract Terms and Conditions**  
**For**  
**Computer Technology Related Training Courses & Services**

**1. INTRODUCTION**

This Bid, reference number **SBE06ITZ0062**, is being issued to solicit quotes for educational/instructional training services for information technology environments consistent with the State of Connecticut’s existing and targeted computer platforms, networks and related training resources. Training and/or instructional services must be provided in the relevant contemporary software products in general use by the State and private enterprises. It is expected that multiple awards will be made based upon responses to this Bid.

**Bidders must provide a copy of their most current course catalog with their bid response.**

Courses offered through training vendors as a result of this bid will be available to all government agencies, including federal, state and local, the military, and political subdivisions of the state. This Bid will result in a contract award for an initial three (3) year term with a one (1) year renewal option at the State’s sole discretion. Inclusion of a Vendor in the resulting multi-vendor award does not constitute a commitment by state agencies to use any particular vendor.

**2. STATEMENT OF COURSES OFFERED**

- a) Vendors may submit bids based on the course categories listed on the Sp-16 Bid Schedule. This sampling of course categories is representative of those most frequently taken by the user entities of the State. Vendors may propose additional course categories that are directly related to those listed the Bid Schedule. The additional courses must be listed on the Sp-16 Bid Schedule. Bidders must certify that their bid is good for a period of ninety (90) days.
- b) Courseware must, where appropriate, reflect the version of the software being supported by the course materials and the Vendor must provide evidence of certification or endorsement by the relevant software manufacturer attesting to the quality of instruction and/or course content. The State must be appraised of new courseware or major revisions to current courseware. This requirement may be met by ensuring the IT Contracts & Purchasing Division as well as all user entity training contacts are supplied with new course catalogs when they are produced. In addition, the most current course information should be made available on the vendor’s web site.

**3. PRICING**

The State will give additional consideration to those vendors offering the greatest number of courses at the most cost-effective price. The effectiveness of the pricing will be measured based on a discounted percentage off the current catalog price for the course categories listed in the Sp-16 Bid Schedule. Vendors must supply the current catalog price and the discounted percentage off that price. The State will calculate net pricing to determine the contract award. Each Vendor must complete the Bid Schedule (SP-16) indicating the discount percentage off the current catalog price for the following categories:

- a. 1 student and the course is taken at the vendor's facility
- b. 12 students and the course is given at the client's facility and the vendor does not supply equipment such as Laptops or Personal Computers
- c. 12 students and the course is given at the client's facility and the vendor does supply equipment such as Laptops or Personal Computers
- d. 12 students and the course is private or customized.
- e. On-Line/E-Learning – 1 course
- f. On-Line/E-Learning – Group, Program or Series of courses
- g. On-Line-E-Learning – Distance Learning or Web based Degree Program
- h. Customized Course Development
- i. Room Rental – per day

Vendors must list a response for each category. If a vendor does not offer pricing for any particular category enter a response of N/A. On a semi-annual basis the IT Contracts & Purchasing Division will conduct an administrative review of the contract award resulting from this invitation to bid. Vendors receiving an award as a result of this invitation to bid will be notified of the review period and will at that time only be able to submit pricing updates. Pricing discounts, however, must be maintained throughout the term of the contract.

**4. INSTRUCTORS**

The State reserves the right to interview and screen any or all instructors who will be providing educational services to the State. Vendors receiving a contract award as a result of this Bid must be able to provide instructor credentials upon request. The State reserves the right to approve or disapprove any instructor for any given educational service provided to the State.

**5. COVERAGE AREA**

The resultant contract award will be open for use by all using State agencies, federal and local government agencies, the military and political subdivisions of the state. The ability of a vendor to provide training, both on and off site, in more than one county of the State will warrant additional consideration. (NOTE: the preponderance of educational/training services needed by the State are in the Greater Hartford Metropolitan Area).

**6. CLASS CAPACITY**

The maximum class capacity for any course is not to exceed twelve (12) students. (NOTE: Vendor classroom sites are subject to inspection by the State prior to and following any award of this bid)

**7. INVOICES AND BILLING FOR SERVICES**

- a. Vendors receiving awards as a result of this bid will be issued Purchase Orders from individual State agencies prior to training services being rendered. Acceptance of the Purchase Order implies acceptance of all Invitation to Bid Terms and Conditions.
- b. Vendors will present one invoice monthly in arrears for the previous month's activity directly to the business office of the requesting State agency. The bill must be itemized from the lowest level of detail and present an accumulated total monthly bill for all services rendered.
- c. Invoices for Educational/Training Courses or Services must contain the following detail:
  - a. Unique Invoice Number
  - b. Reference to State Purchase Order Number
  - c. Total number of Students in Course and Student Names (Sign-In Sheet)
  - d. Course Title or Description of Service
  - e. Date and Total Cost for Course or Service rendered

## **8. MANDATORY QUESTIONS**

Page 4 of the Sp-16 Bid Schedule are mandatory questions that must be answered by any vendor responding to this Invitation to Bid. Failure to provide a response for each question will result in disqualification from this bidding process.

## **9. VENDOR BID FORMAT AND CONTENT**

The Vendor Bid Response Package must contain all materials as indicated in the Bidder's Checklist; additionally each responding vendor must provide the following:

- a. SP-16 Bid Schedule filled out in its entirety.
- b. A general description of the organization represented, including capabilities and services offered. A brief description of the educational site, including classroom accommodation, parking and meal amenities, if any. Also include a functional organization chart naming key personnel.
- c. A current catalog of courses offerings.
- d. Bidder awards normally are made utilizing the Contracts & Purchasing Division STANDARD BID AND CONTRACT TERMS AND CONDITIONS (SP-7A) or as specifically amended by the Special Bid and Contract Terms and Conditions contained herein. If other than the aforementioned terms and conditions are to be utilized, i.e. an existing agreement or other specifically negotiated terms and conditions they must be clearly stated in the bid. The State reserves the right to reject any bid that does not comply with the State's contractual requirements.

## **10. INSURANCE REQUIREMENTS**

The contractor will carry sufficient insurance to cover the nature of work to be performed to indemnify and hold the State of Connecticut harmless from any insurable cause whatsoever. Upon request, contractors will furnish a current Certificate of Insurance evidencing General Liability, including products and completed operations coverage, Workers' Compensation and Automobile Liability coverage, naming the State of Connecticut as additional insured.

## **11. CANCELLATION**

The State reserves the right to cancel any unfulfilled portion of the contract if the Department of Information Technology deems the services provided by the vendor are unsatisfactory or inconsistent with the bid/contract terms and conditions.

## **12. VENDOR FACILITY POLICIES**

All Vendor facility policies that students are expected to adhere to while on the vendor premises must be fully disclosed. This requirement may be met by having such policies clearly stated in the Vendor's catalog or posted on the Vendor's web site.

## **13. VENDOR INFORMATION CHANGES**

In the event that the awarded vendor's information changed (i.e. name, address, telephone, FEIN#) it is the vendor's responsibility to notify the DOIT, Contracts & Purchasing Division, of such changes in writing. The State will not be held responsible for payments or purchase orders that are delayed due to additional routing caused by the lack of notification on the vendor's part.

**STATE OF CONNECTICUT**  
**DOIT – CONTRACTS & PURCHASING DIVISION**  
**101 EAST RIVER DRIVE**  
**EAST HARTFORD, CT 06108-3274**

**STANDARD BID AND CONTRACT TERMS AND CONDITIONS**

**SCOPE**

These Standard Bid and Contract Terms and Conditions are a part of each Invitation to Bid and Contract Award. Unless otherwise stated or the context clearly so indicates, these terms and conditions apply in like force to contracts for the purchase of personal property and contractual services.

All Invitations to Bids issued by the Department of Information Technology's Contracts & Purchasing Division will bind Bidders to the terms and conditions herein set forth, **except** as specifically qualified in *Special Bid and Contract Terms and Conditions* issued in connection with any individual Invitation to Bid.

**DEFINITIONS**

**As used herein, as well as in all specifications, Invitation to Bids, awards, contracts, etc., issued by the Contracts & Purchasing Division the following definitions shall apply, unless otherwise indicated:**

State: The State of Connecticut

Contracts Division: Department of Information Technology, Contracts & Purchasing Division of the State of CT

Agency: Any or all State Departments, Institutions and Agencies,

Bidder: Any Individual, Firm or Corporation submitting bids on an invitation to Bid issued by the Contracts & Purchasing Division

Contractor: Any Individual, Firm or Corporation to which a contract is awarded against a bid submitted

Invitation to Bid: The document, which states, for the information of prospective suppliers, the terms and conditions under which a specified procurement will be made in a particular instance

Bid: An offer submitted in response to an Invitation to Bid, to furnish supplies or services to the State under certain prescribed conditions, at a stated price

Lowest Responsible Qualified Bidder: The bidder whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary for faithful performance of the work based on criteria set forth in the bid proposal and considering past performance and financial responsibility

Contract: The acceptance by the State of an offer by a bidder to furnish supplies or services at a stated price in response to an invitation for bids

Any alleged oral Contract or arrangement made by a Bidder or Contractor with any State Agency, the Contracts & Purchasing Division, or an employee of the Division, will be disregarded.

**SUBMISSION OF BIDS**

1. Bids must be submitted on and in accordance with forms supplied by the Contracts Division. Telephone or facsimile bids will not be accepted under any circumstances in response to a sealed Invitation to Bid.

2. The time and date bids are to be opened is given in each bid issued. Bids received after the specified time and date of bid opening shall not be considered. All bids must be sealed in envelopes supplied by the Bidder. All bids must be addressed to the State of Connecticut, Dept. of Information Technology, Contracts & Purchasing Division, 101 East River Drive, East Hartford, Connecticut 06108-3274. Sealed Bid envelopes must clearly indicate the bid number as well as the date and time of the opening of the bid. The name and address of the Bidder should appear in the upper left-hand corner of the envelope.

3. Bidders are cautioned to verify their bids, before submission, as amendments to bids submitted, if received by the Contracts Division after time specified for opening of bids, shall not be considered. This applies to bids sent by mail and those delivered in person. An original and one (1) copy of the bid shall be returned to the Contracts and Purchasing Division.

Bids shall be handwritten in ink, typewritten, or computer prepared. Bids submitted in pencil shall be rejected. A person duly authorized to sign bids on behalf of the bidder shall sign all bids. **Unsigned bids shall be rejected.** All signatures shall be original signatures, unless there is specific authorization from the Contracts and Purchasing Division for the use of non-manual forms of signature. **Bidders are cautioned that the person signing form SP-26, Bid Proposal page or his authorized designee must initial errors, alterations or corrections on both the original and copy of form SP-16, Bid Schedule page.** This includes erasures; alterations, corrections, whiteout, or any "cover up method" to change the unit price, total price, quantity, unit and description of commodities and/or services. Failure to do so shall result in automatic rejection of the bid. In the event an authorized designee initials the correction, there must be written authorization from the person signing the Bid Proposal.

4. All information required in the bid documents must be submitted to constitute a formal bid. Failure to provide such information and incomplete bid forms may result in disqualification of bid. Any Addendum issued after the bid posting and before bid closure, must be signed by an authorized representative of the bidder and returned with the bid or before the bid opening. Failure to sign and return any addendum will result in rejection of the bid.

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

6. Bids may be submitted for all or any part of total quantities or for any or all agency requirements listed in the bid, unless otherwise specifically indicated.

7. Alternate bids will not be considered unless specifically called for in the Invitation to Bid. An alternate bid is defined as one that is submitted in addition to the bidder's primary response to the specified bid. Multiple bid(s) shall not be considered for any item unless specifically requested in the bid. A multiple bid is defined as more than one response to the same Bid by the same bidder whether on a separate bid form or attached to initial bid response.

8. Unless limited by the term "no substitute," the use of the name of a manufacturer or of any particular make, model, or brand in describing an item, does not restrict bidders to that manufacturer or specific article. This means it is being used simply to indicate the character or quality of the article so described: but the article offered must be of such character and quality and include any applicable options, accessories, etc. That it will serve the purpose for which it is to be used equally as well as that specified, and shall be deemed by the State to be so warranted by the bidder. Bids on comparable items must clearly state the exact article being offered including any and all applicable options, accessories, etc., and bidder shall furnish such other information concerning the article being, offered as will be helpful in evaluating its acceptability for the purpose intended. If the bidder does not indicate that the article he offers is other than as specified, it will be understood that the bidder is offering, the article exactly as specified.

9. Prices should be extended in decimals, not fractions; to be net, and shall include transportation and delivery charges fully prepaid by the contractor to the destination specified in the bid, and subject only to cash discount.

10. In accordance with section 12-412 of the Connecticut General Statutes, the State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in bid prices.

11. In the event of a discrepancy between the unit price and the extension, the unit price shall govern. Any discrepancy between the two copies of the

bid schedule submitted shall result in rejection of bids for items so affected, except in the event of bids awarded on a total basis, in which case the lower total price will be considered in making the award.

12. Bidder declares that the bid is not made in connection with any other Bidder submitting, a bid for same commodity or commodities, and is in all respects fair and without collusion or fraud. Whenever a non-collusive bid statement form is issued as part of an invitation for bids, such statement must be completed in every detail or bid may be subject to rejection.

13. All bids will be opened and read publicly, unless stated otherwise. Bidders may be present or be represented at all openings. Upon award, bids are subject to public inspection by appointment during normal business hours of the Contracts and Purchasing Division. Summaries of bids received are not distributed by the Contracts and Purchasing Division nor given out by telephone.

14. The Contracts Division reserves the right to amend or cancel an Invitation to Bid prior to the date and time of bid opening.

#### **GUARANTY OR SURETY**

15. A guaranty that bidder will execute contract and furnish performance surety, when requested and within ten (10) days after execution date of contract, shall, if required, be submitted with bid. Guaranty may be submitted in any one of the following forms:

- a. Annual bid bond in the amount of \$5,000.00 to cover all bids up to \$50,000.00 submitted within one year.
- b. Individual bid bond for up to ten (10) percent of the total amount of each separate bid.
- c. Certified check made payable to "Treasurer, State of Connecticut," for up to ten (10) percent of the total amount of each separate bid.

16. Performance surety binding the Contractor faithfully to fulfill the obligations of his bid as accepted may be required. Such surety in an amount up to one hundred (100) percent of each separate award, may be submitted in the form of a performance bond, of a licensed surety company, certified check or irrevocable letter of credit from a Commercial Banking Institution.

17. Bonds must meet the following requirements:

- a. Corporation: An official of the corporation above his official title must sign the Bond and the corporate seal must be affixed over his signature.
- b. Firm or Partnership: All the partners must sign the bond and indicate they are "Doing Business As (name of firm)".
- c. Individual: The Individual owning the business and indicated "Owner" must sign the bond.
- d. The surety company executing the bond must be licensed to do business in the State of Connecticut, or a company so licensed must countersign bond.
- e. An official of the surety company must sign the bond and the corporate seal must be affixed over his signature.
- f. Signatures of two witnesses for both the principal and the surety must appear on the bond.
- g. Power of Attorney for the official signing the bond for the surety company must be submitted with the bond, unless such Power of Attorney has previously been filed with the Division.

#### **SAMPLES**

18. All specifications are minimum standards. Accepted bid samples do not supersede specifications for quality. However, if any accepted bid sample is superior in quality to the specifications. All deliveries shall have the same identity and quality as the accepted bid sample.

19. Samples, when required, must be submitted strictly in accordance with instructions: otherwise bid may not be considered. If samples are requested subsequent to opening, of bids, they shall be delivered as specified in bid. Samples must be furnished free of charge and must be accompanied by descriptive memorandum indicating if the Bidder desires their return,

provided they have not been used or made useless by test. Samples may be held for comparison with deliveries. Bidders may retrieve samples at the Contracts & Purchasing Division.

20. When the bid indicates that an item is to be equivalent to a sample, such samples will be on display at the Contracts and Purchasing Division unless another location is specified. Failure on the part of a Bidder to examine sample shall not entitle him to any relief from the conditions imposed by the Invitation to Bid.

#### **AWARD**

21. Award will be made to the lowest, responsible, qualified Bidder. Past performance and financial responsibility shall always be factors in making this determination. The quality of the articles or services to be supplied, their conformity with specifications, their suitability to the requirements of the State, the delivery terms and administrative costs of the State as currently prescribed by the Contracts & Purchasing Division, will be taken into consideration in making the award.

22. The Contracts & Purchasing Division reserves the right to award by item, or part thereof, groups of items, or all items of the bid; to reject any and all bids in whole or in part; to waive minor irregularities and omissions if, in the Contracts and Purchasing Division's judgment, the best interest of the State will be served.

23. The Contracts & Purchasing Division reserves the right to make awards within thirty (30) days or an earlier date specified by a Bidder in his bid, such awards shall be conditioned upon Bidder's acceptance.

24. A Bidder, if requested, must be prepared to present evidence of experience, ability, service facilities, factory authorization and financial standing necessary to meet satisfactorily the requirements set forth or implied in the bid.

25. The quantities listed in the bid schedule may be increased or decreased by the Contracts & Purchasing Division to meet new or amended requirements of state agencies between the time the bid is issued and the time award is made, subject to the Bidder's acceptance.

26. All other factors being equal, preference may be given to resident bidders of the State and to commodities produced or manufactured in the State.

27. Bidders may offer cash discount for prompt payment, but such cash discount will not be taken into consideration in determining low bidder except in the case of tie bids.

28. The Contracts & Purchasing Division reserves the right to reject the bid of any bidder in default of any prior contract or guilty of misrepresentation, or of any company having as its sales agent or representative, or member of the firm, an Individual in default or guilty of misrepresentation

29. The Contracts & Purchasing Division reserves the right to correct inaccurate awards resulting from their clerical or administrative errors.

#### **CONTRACT**

30. Each bid will be received with the understanding that the acceptance in writing, by the Contracts & Purchasing Division of the offer to furnish any or all of the commodities or services described therein, shall constitute a contract between the Bidder and the State, which shall bind the Bidder on his part to furnish and deliver the commodities and/or services at the prices given and in accordance with conditions of said accepted bid and specification and Standard Bid and Contract Terms and Conditions form SP-7A of current issue and the State on its part to order the commodities and/or services from such contractor, except for causes beyond reasonable control, and subject to the availability of appropriated funds, and to pay for at the contract prices, all commodities or services ordered and delivered. The State reserves the right to order up to ten (10) percent more or less than the quantity listed in the bid or as amended in the award, excludes estimated quantities. C.H.R.O. figures are for reporting purposes only and shall not be

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part of the contract. Contract acceptance is not an order to ship. See No. 40.

31. Subject to the acceptance of the contractor quantities may be ordered against contracts by State Agencies not originally or specifically mentioned. Quantities may also be transferred between agencies under an adjustment in transportation costs providing such transportation costs are based on separately determined delivery costs to individual agencies.

32. No alterations or variations of the terms of contract shall be valid or binding upon the State unless made in writing and signed by the Contracts & Purchasing Division.

33. Contracts will remain in force for the full period specified unless:

- a. Terminated prior to expiration by satisfactory delivery against orders of entire quantities contracted for.
- b. Extended upon written authorization of the Contracts & Purchasing Division and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract price and in accordance with contract terms.

34. It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of his contract or his right, title or interest therein, or his power to execute such contract, to any other person, firm or corporation, without the previous written consent of the Contracts & Purchasing Division.

35. Emailing or faxing a notice of award to a bidder will constitute notice of acceptance of contract. If any bidder refuses to accept, a contract awarded to him within ten (10) days of said notice, such contract may be awarded to the next lowest responsible qualified bidder, and so on until such contract is awarded and accepted. Refusal to accept a contract after the ten (10) day period shall not be considered and such bidder shall be subject to the provisions of paragraph 38.

36. Notwithstanding any provisions of language in this contract to the contrary, the Chief Information Officer may terminate this contract whenever he/she determines in his/her sole discretion that such termination is in the best interests of the State. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the State for purposes of correspondence or by hand delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the State all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing his duties under this contract, whether completes or in progress. All such documents, information and materials shall become the property of the State. In the event of such termination, the Contractor shall be entitled to reasonable compensation as determined by the Chief Information Officer of the Department of Information Technology, however, no compensation for lost profits shall be allowed.

37. The contract may be canceled or annulled by the Contracts & Purchasing Division upon nonperformance of contract terms or failure of the Contractor to furnish performance surety within ten (10) days from date of request. Any unfulfilled deliveries against such contract may be purchased from other sources at the Contractor's expense.

38. Failure of a Contractor to deliver articles or perform services within the time specified on his bid proposal, or as amended by the Contractor and accepted by the Contracts & Purchasing Division, or within reasonable time as interpreted by the Contracts & Purchasing Division, or failure to make replacement of rejected commodities or fulfill unperformed services when so requested, immediately or as directed by the Contracts & Purchasing Division, will constitute authority for the Contracts & Purchasing Division to purchase on the open market, commodities or services to replace those which have been rejected, not delivered, or not performed. The Contracts & Purchasing Division reserves the right to authorize immediate purchases on

the open market against rejections on any contract when necessary. On all such purchases, the Contractor agrees to promptly reimburse the State for excess cost occasioned by such purchases. Such purchases will be deducted from the contract quantities. However, should public necessity demand it, the State reserves the right to use or consume commodities delivered which are substandard in quality, subject to an adjustment in price to be determined by the Contracts & Purchasing Division.

39. When commodities must be removed by the Contractor from the premises of the Agency within forty-eight (48) hours after notification, unless public health and safety require immediate destruction or other disposal of such rejected delivery. Rejected items left longer than forty-eight (48) hours will be considered as abandoned and the State shall have the right to dispose of them as its own property.

40. Contract acceptance is not an order to ship. Purchase Orders against contracts will be placed by Agencies directly with the Contractor. All orders must be in writing and must bear the contract number and approval of the State Comptroller. Contractor making delivery without formal written order does so at his own risk.

41. The Contracts & Purchasing Division reserves the right to disqualify/make ineligible remove from mailing list for future bids for an indeterminate period, the name of any Bidder for failure to accept contract, (after 10 days notice as defined in par. 36) or the name of any Contractor for unsatisfactory performance of contract or failure to reimburse the State for open market purchases made to contractor or default as outlined in paragraph 38.

**CONTRACT GUARANTY**

42. Contractor hereby agrees to:

- a. Perform contract in accordance with the specifications and bid under which the contract was awarded.
- b. Save the state, its agents, or employees harmless from liability of any kind for the use of any copyrighted composition, secret process, patented invention, article or appliance furnished or used in the performance of the contract of which the contractor is not the patentee, assignee, or licensee.
- c. Guarantee products against defective material or workmanship and to repair or replace any damage or marring occasioned in transit.
- d. Furnish adequate protection from damage for all work and to repair damages of any kind, for which he or his workmen are responsible, to the premises or equipment, to his own work or to the work of other contractors.
- e. With respect to contracts for the provision of services to pay for all permits, licenses, and fees, and to give all notices and comply with all applicable laws, ordinances, rules and regulations of the city or town in which the service is to be provided, of the State of Connecticut and of the federal government.
- f. With respect to contracts for the provision of services to carry proper insurance to protect the State from loss.

**DELIVERY**

43. It shall be understood and agreed that any and all commodities furnished shall comply fully with all applicable Federal and State laws and regulations.

44. Any equipment delivered must be standard new equipment, latest model, except as otherwise specifically stated in bid. Where any part or nominal appurtenances of equipment are not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.

45. Materials and supplies delivered must be new items except as otherwise specifically stated in bid.

46. Delivery must be made as ordered and in accordance with bid. Unless otherwise specified in the bid, delivery shall be to agency loading, dock or

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receiving, platform. Contractor or contractor's shipping designee shall be responsible for removal of goods from the carrier and placement on agency loading dock or receiving platform. State receiving personnel are not required to assist in this process. The decision of the Contracts & Purchasing Division as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the contractor.

47. Any request for extension of time of delivery from that specified must be approved by the State, such extension applying only to the particular item or shipment.

48. Commodities shall be securely and properly packed for shipment, according to accepted standard commercial practice, without extra charge for packing cases, baling or sacks, the containers to remain the property of the State unless otherwise stated in the Invitation to Bid.

**INSPECTIONS AND TESTS**

49. The Inspection of all commodities and the making of chemical and physical tests of samples submitted with bids and samples of deliveries to determine whether or not the specifications are being complied with shall be made in the manner prescribed by the Contracts & Purchasing Division.

50. Any item that fails in any way to meet the terms of the contract is subject to rejection or to be paid for at an adjusted price basis. The decision of the Contracts & Purchasing Division shall be final.

**PAYMENT**

51. Unless otherwise specified in the Bid Schedule, payment for all accepted commodities and services, shall be due within forty-five (45) days after receipt of such commodities or services. Bids submitted that require payment in less than forty-five (45) days are subject to rejection. Where there is a question of non performance of contract, payment in whole or in part may be withheld provided the contractor is notified in writing prior to the ending date of the forty-five (45) day payment period. In the event a cash discount for prompt payment is invoiced, the withholding of payments as provided for in this paragraph, shall not deprive the State of the right to take such cash discount.

52. All invoices shall be sent directly to the ordering agency. All inquiries regarding the status of unpaid invoices shall also be directed to the ordering agency. In cases where there is any defect or impropriety in the Contractor's claim, the State agency shall contact the vendors within ten (10) days. If the contractor corrects the defect or impropriety within five (5) business days of being so contacted, and within the forty-five (45) day payment period, it shall not result in the contractor being paid after the expiration of the forty-five day payment period.

53. Contractor shall be allowed to charge interest at a rate of one percent (1%) per month on amounts due whenever any State agency fails to make timely payment in accordance with the provisions of paragraphs 51 and 52 above. Any amount of interest penalty that remains unpaid at the end of any thirty-day period shall be added to the principal amount of the debt and thereafter, interest penalties shall accrue on that amount. The contractor must submit a separate invoice for interest charges.

54. All charges against a Contractor shall be deducted from current obligations that are due or may become due. In the event that collection is not made in this manner, the Contractor shall pay the State, on demand, the amount of such charges. All remittances shall be made payable to Treasurer, State of Connecticut.

55. Payment for the used portion of an inferior delivery will be made by the State on an adjusted price basis determined by the Contracts & Purchasing Division.

**SAVING CLAUSE**

56. It is understood and agreed that the Contractor shall not be held liable for any losses resulting in the fulfillment of the terms of the contract which shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other acts not within the control of the

Contractor and which by the exercise of reasonable diligence, the Contractor is unable to prevent.

57. Should the performance of any contract be delayed or prevented as set forth in paragraph 56. The Contractor agrees to give immediate written notice and explanation of the cause and probable duration of any such delay.

**ADVERTISING**

58. Reference by suppliers to sales to the State for advertising and promotional purposes without prior approval of the Contracts & Purchasing Division is expressly prohibited.

**RIGHTS**

59. It is expressly stipulated and understood that the State shall have and retain sole and exclusive right and title in and to the (forms) (maps) (material) produced for the State, including all rights to use, distribute, sell, reprint, or otherwise dispose of same. It is further expressly stipulated and understood that the (contractor) (printer) shall not copyright, register, distribute or claim any rights in or to said (forms) (maps) (materials) or the work produced under his contract.

60. The contractor or subcontractor offers and agrees to assign to the public purchasing body all right(s), title and interest in and to all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. 15. or under Chapter 624 of the general statutes, arising from the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract; this assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

**PACKAGING**

61. All purchases will be in compliance with Public Act 89-227. Effective January 1, 1991 no product shall be shipped or packaged in POLYSTYRENE FOAM if such foam is manufactured using any "controlled substances" as defined under Annex A, Group 1 of the Montreal Protocol on Substances that Deplete the Ozone Layer.

**AMERICANS WITH DISABILITIES ACT**

62. This clause applies to those contractors who are or will be responsible for compliance with the terms of the Americans with Disabilities Act of 1990 ("Act"), Public Law 101-336, during the term of this contract. Contractor represents and warrants that it is familiar with the terms of the Act and that it is in compliance with the Act. Failure of the Contractor to satisfy this standard as the same applies to performance under this contract as it may be amended, will render the contract voidable at the option of the State upon notice to the Contractor, which notice shall be upon such terms and conditions as the state shall determine in its sole discretion. Contractor represents and warrants that it will hold the State, its employees, agents, representatives, officers, successors and assigns harmless and indemnify them from and against any losses, costs, expenses (including, without limitation, attorneys' and other professionals' fees and expenses), legal and equitable damages and liabilities which may arise, directly or indirectly, out of any act of commission or omission of the Contractor concerning compliance with the Act, as the same applies to performance under this contract.

**MANDATES**

63. Everything herein shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

Bidders and the awarded contractor will ensure, in good faith, that their participation in the bid process will not raise a question of conflict of interest or a breach of ethics issue under the provisions of the State Ethics Code, specifically §1-84 and §1-85 of the Connecticut General Statutes.

Bidders may not participate in any *ex parte* communications with any of the manufacturers, dealers or other respondents who are responding to an Invitation to Bid. Bidders may not contact the requesting agency or its employees regarding this ITB, unless permitted (in writing) by the Director of the Department of Information Technology or her designee.

Contractor will be in compliance with all applicable federal, state, and local laws and regulations, including but not limited to Connecticut General Statute

sections 4a-60 and 4a-60a on nondiscrimination and affirmative action provisions, as well as:

- ▶ Affirmative Action Policy Statement:  
<http://www.state.ct.us/governor/aapolicy.htm>
- ▶ Sexual Harassment Policy Statement:  
<http://www.state.ct.us/governor/sexualharasspolicy.htm>
- ▶ Section 16 of P.A. 91-58 nondiscrimination provisions regarding sexual orientation

**EXECUTIVE ORDERS.**

64. The Contract is subject to the provisions of Executive Order No. 7B of Governor M. Jodi Rell, promulgated November 16, 2005, concerning contracting reforms, Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Contract as if they had been fully set forth in it. At the Contractor's request, DOIT shall provide a copy of these orders to the Contractor.

The Contractor agrees that it will hold the State harmless and indemnify the State from any action, which may arise out of any act by the contractor concerning lack of compliance with the laws and regulations stated herein.

Incorporated by reference is Section 4-61dd(g)(1) and 4-61dd(30 and (f) of the Connecticut General Statutes which prohibits bidders and contractors from taking adverse action against the State or its employees for disclosing information to the Auditors of Public Accounts or the Attorney General.

**RECORDS, FILES, AND INFORMATION**

65. Incorporated by reference into this contract and Pursuant to Public Act No.01-169, Each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act.

66. Incorporated by reference into this contract is section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the auditors of Public Accounts of the Attorney General.

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

67. Under the Health Insurance Portability and Accountability act (HIPAA) of 1996, Bidders are expected to adhere to the same standards as the stage agency / covered entity as to Protected Health Information (PHI), to maintain compliance with Title 45 CFR Part 164.504, Uses and Disclosures: Organizational Requirements, Bidder Contracts. Protected Health Information (PHI) includes information related to claims, health services, federal and state tax information, financials, criminal / court related information and other personally identifiable records. Bidder agrees that it shall be prohibited from using or disclosing the PHI provided of made available by the state agency / covered entity or viewed while on the premises for any purpose other than as expressly permitted or required by this Contract. These uses and disclosures must be within the scope of the Bidder's services provided to the state agency / covered entity. Bidders shall establish and maintain reasonable safeguards to prevent any use or disclosure of the PHI, other than as specified in this Contract or required by law. Bidder agrees that anytime PHI is provided or made available to any subcontractors or agents, Bidder must enter into a subcontract, which contains the same terms, conditions and restrictions on the use and disclosure of PHI as contained in this Contract. Bidder agrees to make available and provide a right of access to PHI by the individual for whom the information was created and disclosed. Bidder agrees to make information

available as required to provide an accounting of disclosures. Bidder agrees to make its internal practices, books, and records relating to the use or disclosure of PHI received from, or created or received by Bidder on behalf of the state agency / covered entity, available to the Secretary of Health and Human Services (HHS) for purpose of determining compliance with the HHS Privacy Regulations.

At termination of this contract, Bidder agrees to return or destroy all PHI received from, or created by the state agency / covered entity. If not feasible, extend the protections of this Contract to the PHI an limit further uses and disclosures. Bidder will have procedures in place for mitigating any harmful effects from the use or disclosure of PHI in a manner contrary to this Contract or the HHS Privacy Regulations. Bidder must develop and implement a system of sanctions for any employee, subcontractor or agent who violates this Contract or the HHS Privacy Regulations. The PHI shall be and remain the resources of the state agency / covered entity. Bidder agrees that it acquires no title or rights to the information, including any de-identified information, as a result of this Contract. Bidder Agrees that the stage agency / covered entity has the right to immediately terminate this Contract if the state agency / covered entity determines that Bidder has violated a material term of this HIPAA Compliance Contract above.